**Headquarters
United States
European Command**

# Combined Education and Training Guide
# 2005-2006

| **** HELP *** |
|:---:|
| **EMERGENCY CHECKLIST FOR NEW PEOPLE** |

## 1. WHOM DO I CONTACT FOR HELP?

HQ USEUCOM, ECJ4-ID; Combined Education and Training Branch; Patch Barracks; Stuttgart, Germany

**Mr Richard Dyer**; commercial phone 49-711-680-8396; E-Mail:  DYER@EUCOM.MIL
**Mr A.D. Denson**, commercial phone 49-711-680-5580; E-Mail:  DENSONA@EUCOM.MIL
**MAJ Jerzy Zubr**, commercial phone 49-711-680-5436; E-Mail:  ZUBRJ@EUCOM.MIL
**SGM Martin Doxey**, commercial phone 49-711-680-4023; E-Mail:  DOXEYM@EUCOM.MIl
Fax for All:  49-711-680-7400

## 2. WHAT ARE MY RESOURCES?

*Training Management System (TMS)*.  **The automation software you absolutely need to manage your SA training program.**  TMS produces the Standardized Training Listing (STL); a printout of all requested country training.  It is updated daily (Air Force updates weekly).  If you don't have a current one - call us; we'll get it to you!

*Reference Publications*.  **See Chapter 2**.  If you don't have all of yours - call us - we'll get you what you're missing.

*Congressional Budget Justification for Foreign Operations for Fiscal Year 2005 (CBJ)*.  This annual document is the State Department justification for international assistance program funding.  If you can't find yours - call us - we'll get you the part for your host country.  It's also on-line:  http://www.state.gov/m/rm/rls/cbj/2005/

*Your "Combined Education & Training Program Plan."*  This is the plan your predecessor prepared for the IMET, FMS, or CTFP training program that you will implement in FY05.  If you can't find yours call us and we'll send it to you.  See Chapters 5, 6, and 7.

## 3. DO I HAVE TO DO SOMETHING NOW?

- ❑ Check your STL.  Is there a class that starts in the next 30 days?  If yes, then you've got a lot to do.  You must:
- ❑ Get country to give you a student for training.
- ❑ Give the student an English language-screening (ECL) test.
- ❑ Ensure the necessary security (vetting), political and medical screening (**See Chapter 3**) is accomplished.
- ❑ Get funding approval for the proper U.S. Military Department (MILDEP).
- ❑ Get the student an A-2 visa (see your consular officer).
- ❑ Get the student's airline reservations and plane ticket.
- ❑ Tell the school when the student will be arriving.
- ❑ There's more.  See chapter 3 for program guidance and "Student Processing Checklist" examples.

Are any reports due?  See page Chapter 1, page 1-4; "Major Events for FY2005/06".

Are there any conferences or schooling you should attend?  See Chapter 6.  If you're not sure - call us.

## 4. OTHER THINGS TO DO WHEN YOU CATCH YOUR BREATH

Is there an English language plan?  Who's the English Language Test Control Officer (TCO)?  Do you have any English Language Testing Materials that need to be replaced?  **See Chapter 4**.

Get an appointment with host country officials to discuss the SA training program for the coming fiscal year and to start planning for the next year.

Determine status of funding for this year's program.  You may not have any funding!

Call HQ USEUCOM and we'll give you a hand.

# CHAPTER ONE

# COMBINED EDUCATION & TRAINING
## POINTS OF CONTACT AND CALENDAR

---

**POINTS OF CONTACT**

---

## Headquarters United States European Command (HQ USEUCOM)

**Message:** HQ USEUCOM VAIHINGEN GE//ECJ4-ID//

**Mr. Richard Dyer**
DSN (314) 430-8396 or Commercial 49-711-680-8396
Email: dyer@eucom.mil
**Mr. A.D. Denson**
DSN (314) 430-5580 or Commercial 49-711-680-5580
Email: densona@eucom.mil
**MAJ Jerzy Zubr**
DSN (314) 430-5436 or Commercial 49-711-680-5436
Email: zubrj@eucom.mil
**SGM Martin Doxey**
DSN (314) 430-4023 or Commercial 49-711-680-4023
Email: doxeym@eucom.mil
**Mr. John Burns** *(automation support)*
DSN (314) 430-7479 or Commercial 49-711-680-7479
E-mail: burnsj@eucom.mil
**Mr Don Lewis** *(automation support)*
DSN (314) 430-7456 or Commercial 49-711-680-7456
Email: lewisd@eucom.mil
**Unclassified Fax:** DSN: (314) 430-7400 or Commercial: 49-711-680-7400

## Defense Security Cooperation Agency (DSCA)

**Message**: SECDEF WASHINGTON DC//USDP/DSCA-PPP//

**Ms. Dawn Burke** (Training Policy) *
DSN: (312) 329-3864 or Commercial (703) 601-3864
Email: dawn.burke@dsca.mil
**Ms. Kay Judkins** (Training Policy) *
DSN: (312) 329-3719 or Commercial (703) 601-3719
Email: kay.judkins@dsca.mil
**Mr. Brion Midland** (Training Policy) *
DSN: (312) 329-3672 or Commercial (703) 601-3672
Email: brion.midland@dsca.mil
**Unclassified Fax**: DSN (312) 664-6541 or Commercial (703) 604-6541

* DSCA country desk officers are responsible for individual SA training programs for their countries

## Office of the Assistant Secretary of Defense – Special Operations & Low Intensity Conflict (ASD-SO/LIC)

**Message**: SECDEF WASHINGTON DC//USDP/SO-LIC//

**Mr. David Radcliffe**
DSN: (312) 227-3033 or (312) 426-7182.  Commercial (703) 697-3033 or (703) 696-7182
Email: david.radcliffe@osd.mil
**Ms Lexi Alexander**
DSN:  (312) 426-7530 or Commercial (703) 696-7530
Email: Lexi.Alexander@osd.mil
**Unclassified Fax**: DSN (312) 227-5355 or Commercial (703) 697-5355

## Defense Language Institute English Language Center (DLIELC)

**Message:** COMDT DLIELC LACKLAND AFB TX//LEAXO//

**Mr. Kenneth McFarling**
DSN: (312) 473-3783 or Commercial: (210) 671-3342
Email: kenneth.mcfarling@lackland.af.mil
**Ms. Elaine Hutchinson**
DSN: (312) 473-3783 or Commercial:  (210) 671-3783
Email: elaine.hutchinson@lackland.af.mil
**Mr. Ron Battaglia**
DSN:  (312) 473-3342 or Commercial:  (210) 671-3342
Email: ronald.battaglia@lackland.af.mil
**Mr. Nate Wolfson**
DSN: (312) 473-3342 or Commercial: (210) 671-3342
Email:  russell.ball@lackland.af.mil
**Mr. Joe Wilson**
DSN: (312) 473-3342 or Commercial: (210) 671-3342
Email:  joseph.wilson@lackland.af.mil
**Unclassified Fax**: DSN (312) 473-3700 or Commercial (210) 671-3700

## English Language Labs Acquistion &  Installation - Communications & Electronics Command (CECOM)

**Message:** CDRUSACECOM FT MONMOUTH NJ//AMSEL-LC-SA-CCA//

**Ms. Lucindee McAffee**
DSN: (312) 992-8619 or Commercial: (732) 532-8619
Email: Lucinde.McAfee@mail1.monmouth.army.mil
**Mr. John Allen**
DSN:  (312) 922-8617 or Commercial (732) 532-8617
Email:  john.allen5@us.army.mil
**Unclassified Fax**: DSN (312) 992-6874 or Commercial (732) 532-6874

## U.S. Army Security Assistance Training Field Activity (SATFA)

**Message:** DIRECTOR SATFA FT MONROE VA//ATFA-R//

**Mr. Bill Endres**
DSN:  (312) 680-3086 or Commercial (757) 788-3086
Email: william.endres@monroe.army.mil

**Ms. Ruth-Ann Kearney**
    DSN:  (312) 680-3633 or Commercial (757) 788-3633
    EMail:  ruthann.kearney@monroe.army.mil
**Mr. Dennis Mack** *(Branch Chief)*
    DSN:  (312) 680-3634 or Commercial (757) 788-3634
    Email:  dennis.mack@monroe.army.mil
**Mr. Chuck Pace**
    DSN: (312) 680-3824 or Commercial (757)-788-3824
    Email:  chuck.pace@monroe.army.mil
**Ms. Gwen Toombs**
    DSN:  (312) 680-4067 or Commercial (757) 788-4067
    Email:  gwen.toombs@monroe.army.mil
**Mr. Roland Ward**
    DSN: (312) 680-3252 or Commercial  (757) 788-3252
    E-mail:  roland.ward@monroe.army.mil
**Unclassified Fax**: DSN (312) 680-3014 or Commercial (757) 727-3014

## Naval Education and Training Security Assistance Field Activity (NETSAFA)

**Message:**  NETSAFA PENSACOLA FL

**Mr. Dave Babcock**
    DSN:  (312) 922-2900 ext 2960, or Commercial (850) 452-2900 ext 2960
    E-mail:  dave.babcock@navy.mil
**Ms. Susan Busch**
    DSN:  (312) 922-2900 ext 2633, or Commercial (850) 452-2900 ext 2633
    E-mail:  susan.busch@navy.mil
**Ms. Janie Glover** *(Branch Chief)*
    DSN:  (312) 922-2900 ext 2966 or Commercial  (850) 452-2900 ext 2966
    E-mail:  janie.glover@navy.mil
**Mr. Ron Higdon**
    DSN:  (312) 922-2900 ext 2913, or Commercial  (850) 452-2900 ext 2913
    E-mail:  ron.higdon@navy.mil
**Ms. Cheryl King**
    DSN:  (312) 922-2900 ext 2908, or Commercial  (850) 452-2900 ext 2908
    E-mail:  cheryl.king1@navy.mil
**Ms. Janie MacBeth**
    DSN:  (312) 922-2900 ext 2586, or Commercial (850) 452-2900 ext 2586
    E-Mail:  janie.macbeth@navy.mil
**Unclassified Fax**:  DSN (312) 922-2953 or Commercial (850) 452-2953

## Air Force Security Assistance Training (AFSAT)

**Message:**  AFSAT RANDOLPH AFB TX//TOC//

**Mr. Ed Barrett**
    DSN:  (312) 487-4558 Ext 1 or Commercial (210) 652-4558 Ext 1
    E-mail:  edwin.barrett@randolph.af.mil
**Ms. Julie Clark**
    DSN:  (312) 487-4558 Ext 4 or Commercial (210) 652-4558 Ext 1
    E-mail:  julie.clark@randolph.af.mil
**Capt Edward Hudson**
    DSN: (312) 487-4572 Ext 7 or Commercial (210) 652-4572 Ext 7
    E-Mail: edward.hudson@randolph.af.mil

**Maj William Hales** (*Branch Chief*)
    DSN: (312) 487-4608 or Commercial (210) 652-4608
    E-mail:  pat.knight@randolph.af.mil
**Ms. Patricia Knight**
    DSN: (312) 487-4572 Ext 5 or Commercial (210) 652-4572 Ext 5
    E-mail:  pat.knight@randolph.af.mil
**Ms. Jennifer Lloyd**
    DSN: (312) 487-4558 Ext 3 or Commercial (210) 652-4558 Ext 3
    E-Mail:  jennifer.lloyd@randolph.af.mil
**Capt Patrick Luna**
    DSN: (312) 487-4572 Ext 9 or Commercial (210) 652-4572 Ext 9
    E-Mail:  patrick.luna@randolph.af.mil
**Ms. Ladonna McGrew**
    DSN: (312) 487-4558 Ext 6 or Commercial (210) 652-4558 Ext 6
    E-Mail:  ladonna.mcgrew@randolph.af.mil
**Unclassified Fax**: DSN (312) 487-6429 or Commercial (210) 652-6429

## U.S. Marine Corps Security Assistance Education and Training Center (SCETC)

**Message**:  CG TECOM QUANTICO VA//SCETC//

**Ms. Gina Douthit**
    DSN:  (312) 278-2842 or Commercial  (703) 784-2842
    E-mail: douthitg@tecom.usmc.mil
    Unclassified Fax:  DSN (312) 278-4074 or Commercial (703) 784-4074

## U.S. Coast Guard (USCG)

**Message:**  COMDT COGARD WASHINGTON DC//G-CI//

**Mr. David Zimmerman**
    No DSN access, commercial only: (202) 267-2155
    E-mail: dzimmerman@comdt.uscg.mil
**Mr. Brett Golden**
    No DSN access, commercial only: (202) 267-2155
    E-mail: bgolden@comdt.uscg.mil
**Unclassified Fax**: (202) 267-4588

---

**MAJOR EVENTS FOR FY2005/06**

---

*FY05 starts  – 1 October 2004*
FY05 will probably start the fiscal year (FY) without a Foreign Affairs budget authorization or appropriation and we will operate under a Continuing Resolution (CR or CRA) for the first few months of the FY.  We don't know when State Department will announce individual country program levels, but experience indicates it could be as late as February 2005.  Assuming this is the case you will need to monitor your IMET program funding and course scheduling.

*Congressional Report on International Military Training (CRMIT )  – 1 Oct 2004-31 Jan 2005*
The CRMIT is a Congressionally mandated requirement for the Department of State (DoS) and Department of Defense (DoD) to submit an annual report on <u>all</u> U.S. military training provided to international personnel whether funded by DoS or DoD.  The report requires such data as U.S. policy objectives for providing the training, benefits

to U.S. forces from conducting the training, units of international personnel receiving the training, number of international personnel involved in receiving training by mobile training teams or mobile education teams, and more. The report covers a two-year period. The report due in fall 2004 will be for FY04 and FY05.

### *Coordinate FY05 training & plan the FY06 program  –  1 October 2004 - 1 April 2005*
SAOs (you) should be coordinating FY05 training requirements with host country officials to ensure they are planning to use scheduled training and will have qualified students. Start planning your FY06 requirements with the host country and U.S. MILDEPs now. They will integrate international training requirements into overall MILDEP planning. This is a continuing process that culminates with the submission of the **"Combined Education & Training Program Plan"** and the TPMR in May 2005

### *Training Management Seminar  –  25-29 October 2004*
HQ USEUCOM conducts its annual "Training Management Seminar". If you're new to international education and training, and this job, then you should attend. See Chapter 6 for more information.

### *State Department announces FY05 IMET funding levels  –  February 2005*
This is probably when SECSTATE will announce individual country FY05 IMET program funding levels. This should happen earlier in the fiscal year but it usually happens about this time.

### *Congressional Budget Justification (CBJ)  –  March 2005*
The CBJ is *the* State Department Foreign Affairs budget request. The FY06 CBJ should be submitted to Congress about this time each year. IMET and FMF budget request levels shown in the CBJ are based upon, inter alia, country team FY06 "Mission Performance Plan (MPP)" submissions of March ~ May 2004. The MPP should be the foundation of your FY06 IMET program and the FY06 **"Combined Education & Training Program Plan"** that will be due in March 2005.

### *HQ USEUCOM Theater Security Cooperation (TSC) Workshops  –  TBD; early March 2005*
HQ USEUCOM will conduct its primary Security Cooperation planning conferencetwo geographically oriented TSC workshops; one for the European region and on for the African region. The TSC workshop concept is an outgrowth of the old Regional Working Group (RWG) and Security Assistance and Defense Cooperation in Armaments conference. Exact structure, format, and objective(s) of these workshops is being determined.

### *"Combined Education & Training Program Plan" – 31March 2005*
"Combined Education & Training Program Plans" are due. The MPP submitted in May 2004 should be the basis for your "Combined Education & Training Two Year Plan". All SAOs submit their "Combined Education & Training Program Plans" annually prior to the TPMR. See Chapter 3, 6 and 7 for guidance on completing the "Combined Education & Training Program Plan"

### *Cutoff for FY05 program updates – 31  March 2005*
The last date MILDEPs (SATFA, NETSAFA, Coast Guard, USMC and AFSAT) will officially accept changes to FY05 and FY06 SA training programs prior to the TPMR. They need time to get the programs "cleaned up" and to prepare for the HQ USEUCOM Training Program Management Review (TPMR) in May 2005.

### *Training Program Management Review (TPMR) –1-6 May 2005*
HQ USEUCOM conducts annual TPMR at the Eibsee hotel, Grainau, Germany. This is an opportunity for SAOs to review FY05/06/07 Combined Education & training programs with other players in the training community. SAOs identify potential requirements for additional FY05 IMET end-of-year funding. See Chapter 6.

### *FY07 Mission Performance Plan (MPP) – May 2005*
Based upon requirements for the FY05 MPP process we're assuming that FY07 MPPs will be due sometime in May 05. State Department has not yet established its FY07 MPP timeline. Ensure you coordinate MPP Security Assistance and Counterterrorism Fellowship Program (CTFP) requirements with the appropriate personnel in your country team.

*Senior Service School nominations –- June 2005*
HQ USEUCOM submits prioritized list of countries to Joint Staff and MILDEPs for consideration for invitations to Senior Service Schools (SSS). HQ USEUCOM nominations are based upon SAO input in their "Combined Education & Training Plan". See Chapters 5, 6, and 7.

*IMET End of Year funding review – June 2005*
Unified Commands submit their "End-of-Year Review" prioritized list of countries that need additional IMET funds to DSCA. Unified Commands also notify DSCA of countries that will not use all IMET funds. DSCA will host a meeting the week of 1 August 2005 with all the military services to determine actual training that can be supported with end-of-year funds. Their recommendation will be coordinated with the State Department during the middle of August. The State Department will seek Congressional approval for funds reallocation in late August ~ early September 2005. SECSTATE will announce revised country IMET allocations mid September 2005.

*IMET Program close out – 1 August 2005*
FY05 IMET program closes out for new program additions. SAOs may no longer submit new training requirements for FY05 IMET programs. DSCA will host a meeting to finalize FY05 IMET funds redistribution.

*Revised funding levels approved & announced – 16 September 2005*
SECSTATE announces results of "End-of-Year Review. SAOs adjust IMET programs based upon new funding levels.

*FY05 ends and FY06 starts – 30 September & 1 October 2005*
The process repeats itself.

# CHAPTER TWO

## <u>THE COMBINED EDUCATION & TRAINING OFFICE</u>

---

### AUTOMATION TOOLS

---

**There are three Web Sites and one "Stand Alone" SA computer program you need to know about.  They are:**

1.  **The Security Assistance Network (SAN or SAN Web)** This is a communications gateway that ties existing Defense Security Assistance Agency (DSCA) and Military Department (MILDEP) materiel systems, FMS case tracking systems, FMS financial management systems and training systems into one cohesive package.  In addition, SAN users can exchange e-mail with any other organization or individual worldwide.
This is the SAN address:                                    *SEE BELOW FOR MORE INFORMATION*

## https://san.osd.mil/san/login

2.  **The International Training Management** web site.  This site provides access to Security Assistance documents, publications, training exercises, and other web sites that provide information important to the SA training manager.  It is located here:                 *SEE PAGE 2-6 FOR MORE INFORMATION*

## http://www.disam.dsca.mil/itm/

3.  **Headquarters, U.S. European Command** unclassified web site.  It is probably a good idea for you to visit this site periodically; especially for members of EUCOM ODCs.  This is an open site (there are no .mil restrictions) and it has a wealth of information pertaining to the command.  We will not provide any additional information on this site in this publication.  We recommend these two URLs as a start:

## http://www.eucom.mil
## http://www.eucom.mil/Directorates/ECJ4/index.htm

4.  **The Training Management System (TMS)**.  TMS is a stand-alone software package; it does not need SAN access in order to operate except to download STL, MASL and Location Code data.   TMS lets your create the Standardized Training Listing (STL), the MASL, the Location Code table, the ITO, and more. The most current version is **TMS 6.0**.                    *SEE PAGE 2-8 FOR MORE INFORMATION*

5.  **HELP!**   Mr. John Burns and Mr. Don Lewis are the HQ USEUCOM System Administrators for the SAN and office automation.  You can reach them at +49-711-680-7479 or +49-711-680-7456, fax at +49-711-680-7400, or via email at burnsj@eucom.mil or lewisd@eucom.mil.  They will help you with your automation issues.

---

### The Security Assistance Network (SAN)

---

Once you've logged on to the SAN you'll need to know which screens and features are important to you as a training program manager.   We'll show you a few **key** screens from the SAN on the next few pages that you should refer to regularly.  Explore the rest.  There is a lot of useful information available to you through the SAN.

1. The first screen is the **_Main Menu_**:
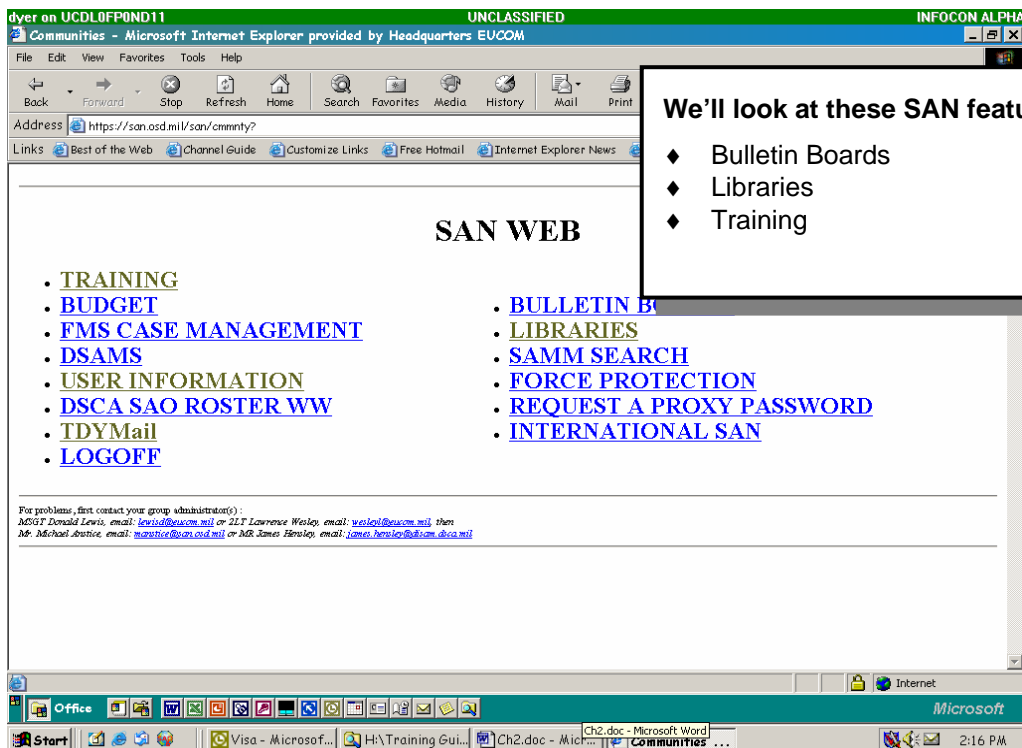


2. **Bulletin Boards**. This is the **_Main Bulletin Board_** Screen:
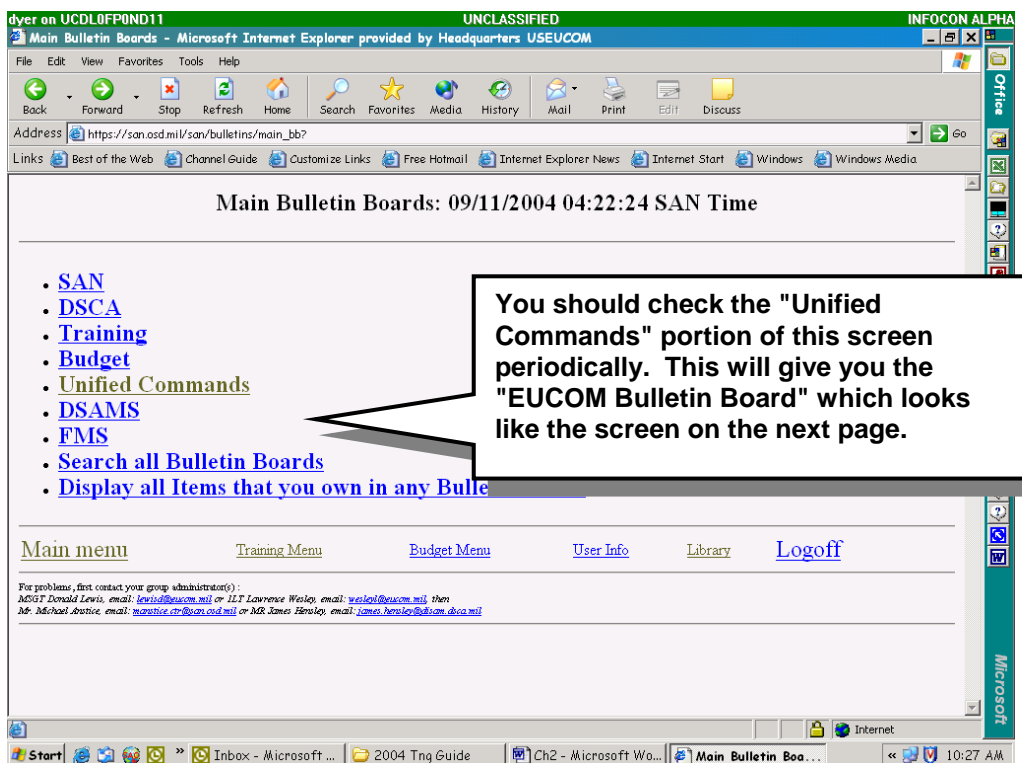
3.  From the **Main Bulletin Boards** screen you can go to the **EUCOM Bulletin Board** where we post various items pertinent to SA training in EUCOM.
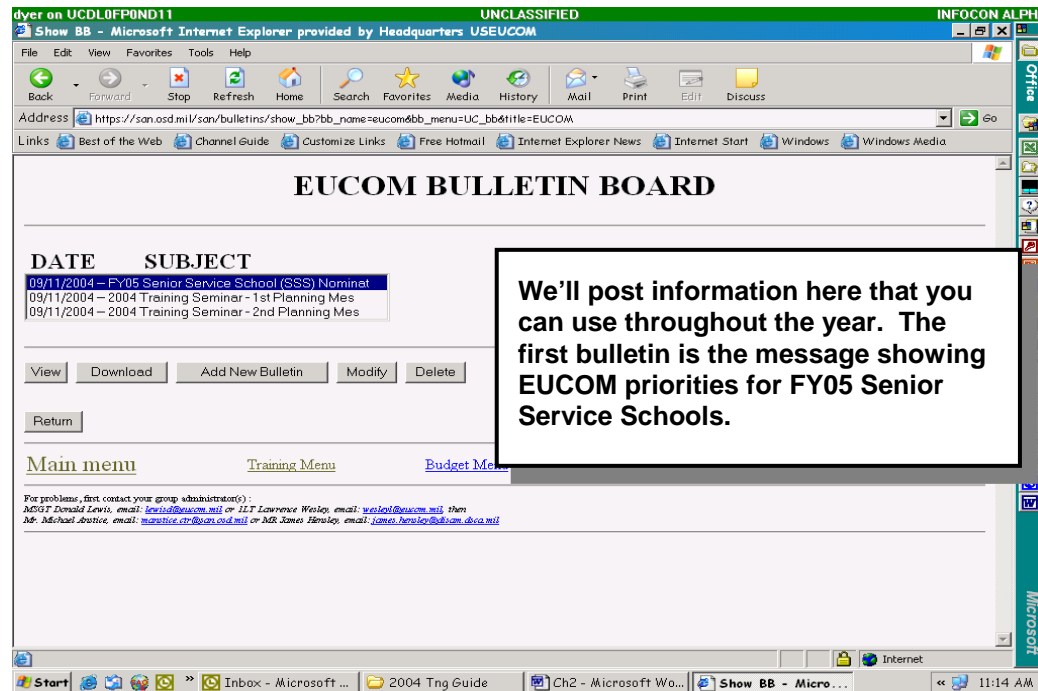


4.  **Libraries**.  Libraries are used to upload documents or files that are too big to send as e-mail attachments.  These files are available for other SAN users to download.   The only drawback to "Libraries" is that the files are open to any SAN user.  This is the main **Libraries** screen:
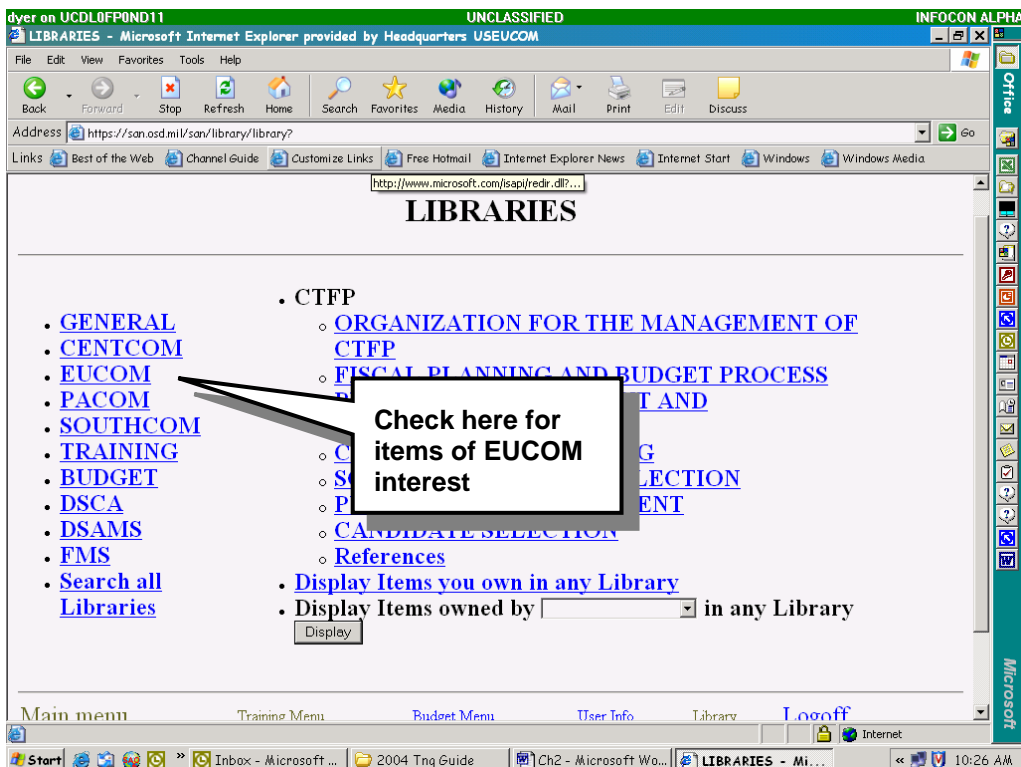
5.  This is the __*EUCOM Library*__ screen.
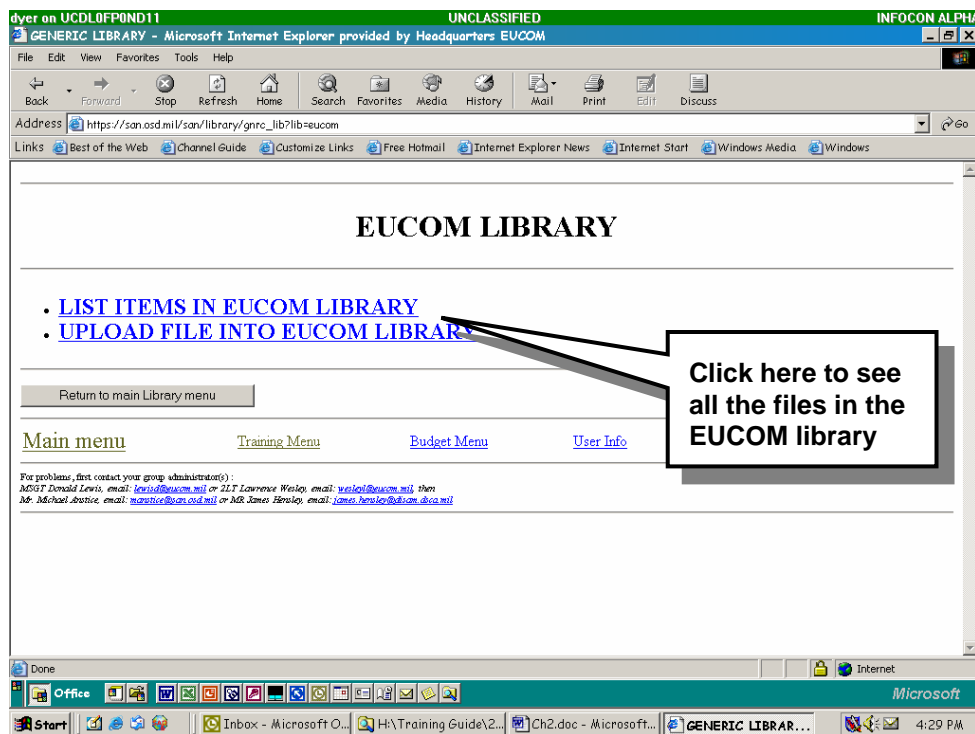


6.  This SAN Screen shows what you will get if you choose to '***List Items in EUCOM Library***'.   Once you determine the file you want, simply highlight it, double click on your mouse, and save it to the appropriate location on your computer.  Uploading a file is just like uploading or attaching a file to e-mail.  Simply tell the computer what file you want to upload and where it should look to find the file.  The SAN will do the rest.
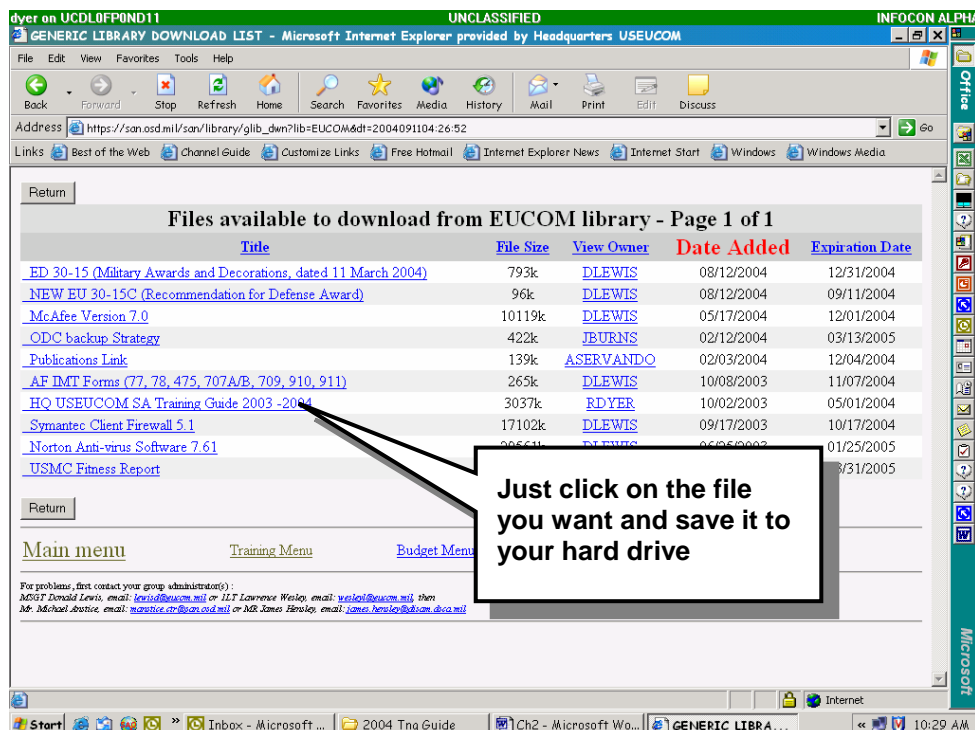
6.  **Training.**  This is the next SAN feature we'll look at.  This is where you should be going every week in order to update your TMS training data.  Click on '*SAO Data Download (STL, MASL, etc.)'* to do so.  Also on this page are useful links such as the master list of training web sites, a useful Expanded-IMET Handbook link and a link to the International Training Management Website discussed in the next section.  The *Main Training Menu* screen looks like this:
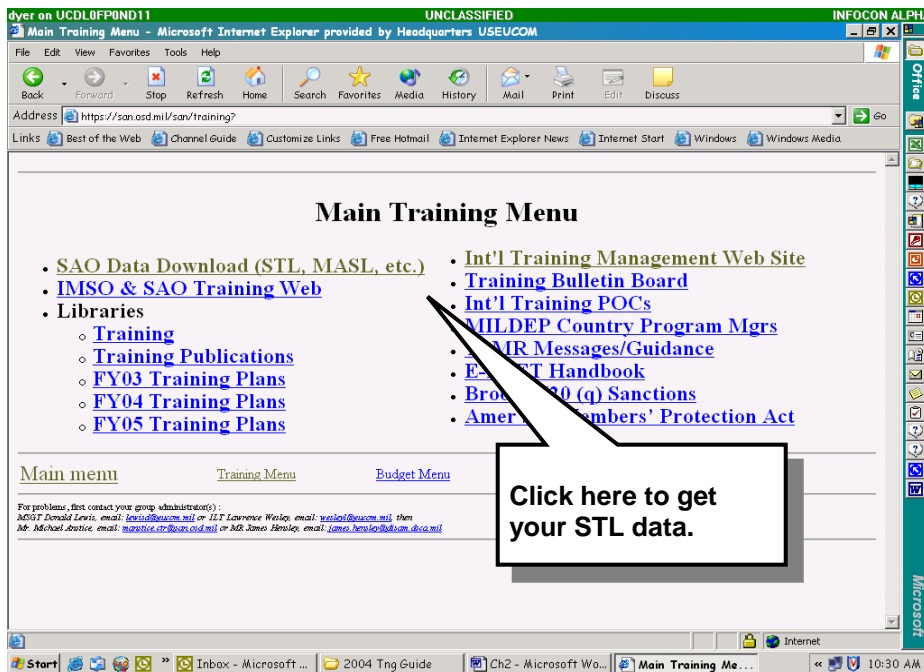


7.  This is the main menu for obtaining your IMET, CTFP, and FMS training data.  Frequently called "STL data", this data is updated weekly and is usually available for you to download on Thursday mornings.  In addition, you can view or download other data such as the MASL, Location Codes, IMET Breakout Levels for your country and more.
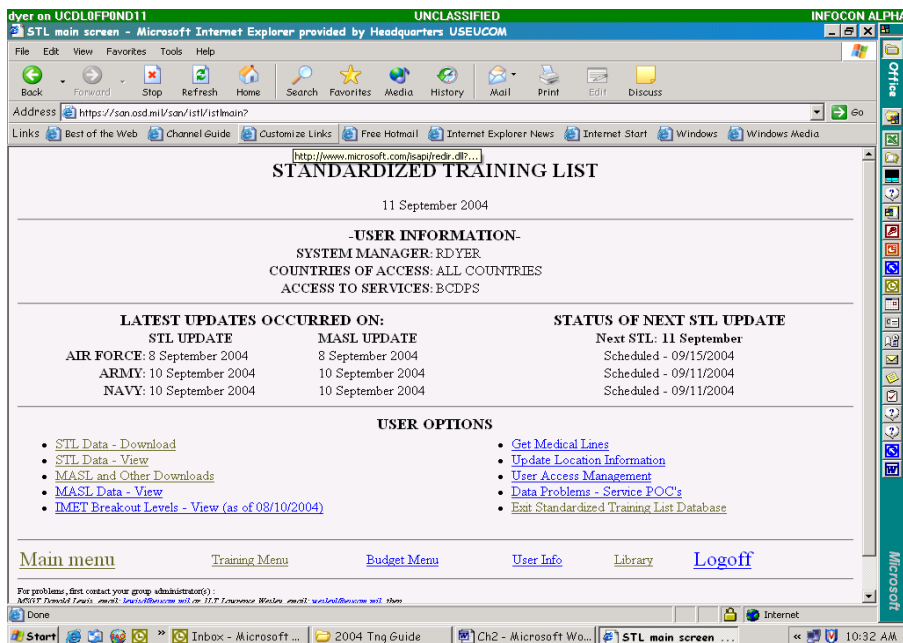
## The International Training Management (ITM) Web Site

1.  DISAM developed this Web Site to help SAOs administer SA training programs more efficiently.  The link is:

## http://www.disam.dsca.mil/itm/

The next three screen 'captures' show you how to navigate through the 'ITM' web site.   It provides access to SA training documents, publications, training exercises, SA education and training related materials, and other SA education and training web.  **This is perhaps the single most important web site for you to know**.  You don't have to spend hours searching the web for information related to a specific issue.  This web site will help you navigate to the right location to find the information you need.

2.  The information is listed by category.  Simply click on the category you're interested in and then you'll be taken to the subject matter specific web site where you'll find the information you want, or another "hot link" if you need to reach further down into the subject area.
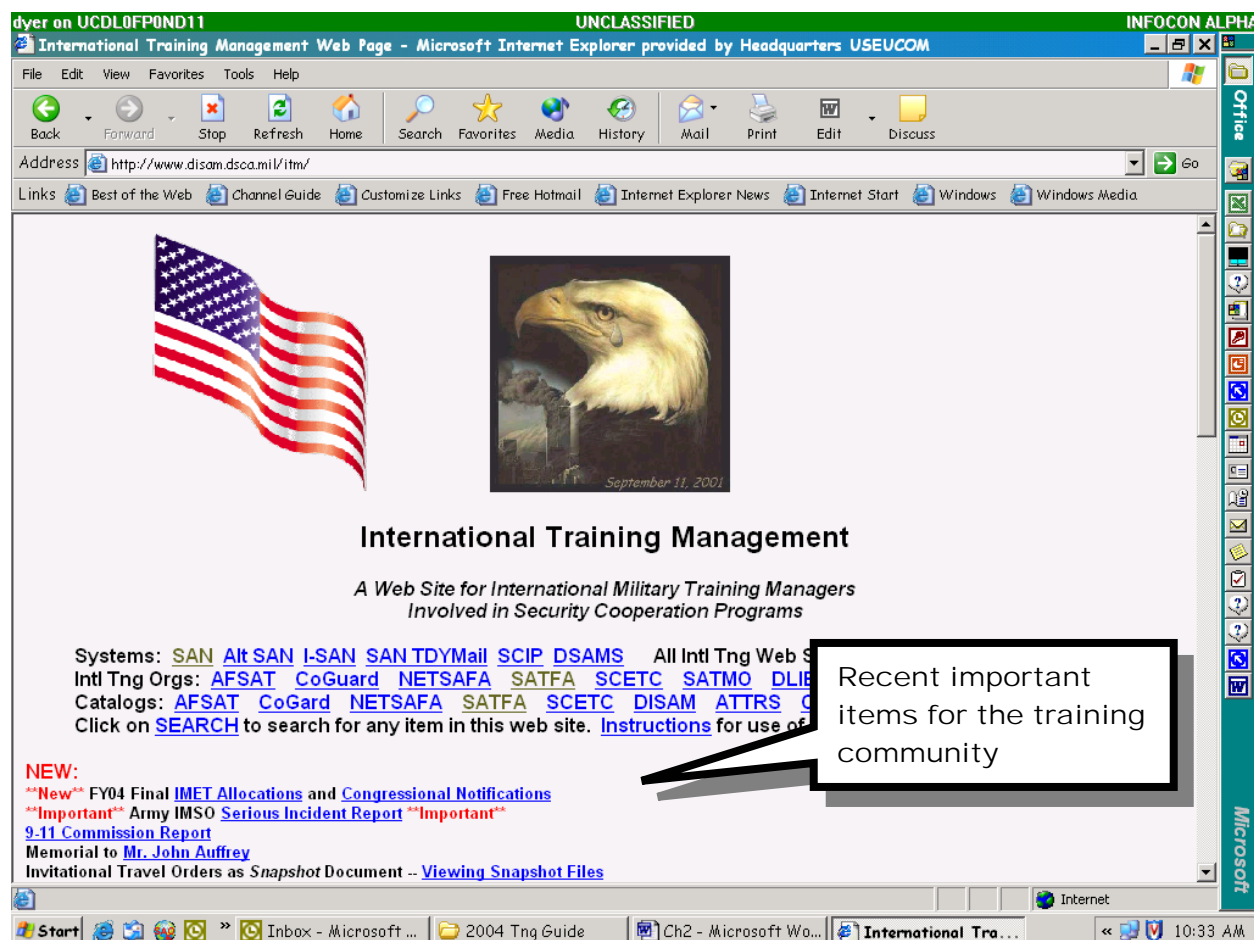


3.  If you scroll down a little further you will see the next part of the ITM site (shown on the next page).  The first part has 'hot links' to MILDEP home pages and other important web sites.  The *'Web Site Links'* button gives you a listing of all major SA training web sites.  The second portion has links to various functional areas.  For example; the *'Student Screening'* button will take you to a page that contains all pertinent information for that subject area.

‘Hot Links’ to service ‘Home Pages’ or web sites for every conceivable SA training purpose

Links to various functional areas.

4. The information from the *‘Student Screening’* link is shown below.



Everything you wanted to know about Student Screening is contained right here!

<div style="border:1px solid black">

## The Training Management System (TMS)

</div>

1.  TMS 6.0 is the one SA automation tool you'll find virtually indispensable.   The main TMS screen looks like this.  ***Note:  TMS version 6.03 was mailed to all SAOs on 12 September 2003.***
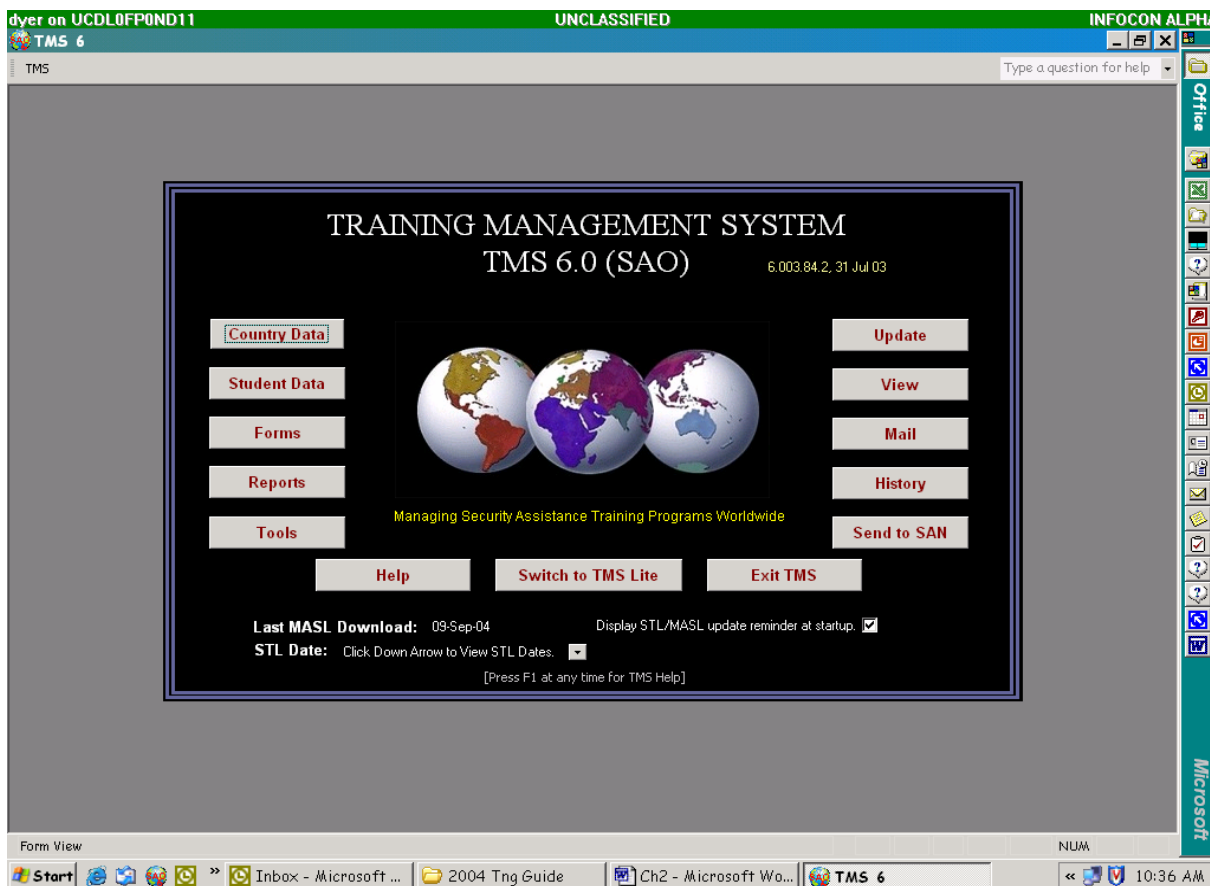


2.  **TMS User Handbook.**  If you don't know how to use TMS go to this web site and download the TMS 6.0 Handbook.  It is a complete step-by-step tutorial on using TMS complete with 'screen captures':
   http://www.disam.dsca.mil/itm/Automation/TMS.htm

3. **TMS Capabilities**

   a.  **STL**.  You can update your STL data every week from country training program files that you downloaded from the SAN.  Normally, new Air Force data is available for download every Thursday morning and Army and Maritime data is available daily.  <u>*HOWEVER,*</u> if you can't get to the SAN and download your data we can e-mail it to you.  We'll even fax it to you if your e-mail is down.  Contact us and we'll get you a new STL if you can't get it from the SAN.                                  ***A sample STL is on page 2-13***

   b.  **Military Articles and Services Listings (MASLs)** - and other Training Files data.  The MASL is the list of almost all training available to the international community with such information as course length, location of the course, English Language pre-requisites, course cost, security clearance requirements and more.  The MASL is updated weekly and available to download from the SAN so you can update the TMS MASL database.  In addition

to MASL information this part of the SAN will also automatically download Location Codes (LOC), and other information you'll need to successfully run TMS. *A sample MASL page is on page 2-16*

   c.  Computer-generated Invitational Travel Orders (ITO) and International Military Student Information (Student Bio) forms.

   d.  STL and MASL database viewing and searching.

   e.  STL and MASL reports:  either "ready-made" reports, or custom-designed reports you create to suit your own needs.

   f.  FMS and IMET program summary reports.

   g.  Adding/deleting/changing student data records.

   h.  Preparing and generating IMET waiver requests.

   i.  Miscellaneous tables and databases, such as LOC/EXA table (training location), Positions of Prominence database, DSCA roster, etc.

   j.  Student unit information.  This information is critical to help you prepare your input for the Congressional Report on International Military Training (CRMIT) which is due every year in the fall (October-November).



Put the student's unit information here every time you prepare an ITO and you'll be ready for the CRMIT report every year!

1.  Most DoD publications are no longer available in printed format.  They are maintained electronically at various military web sites.  Most Security Assistance publications are also available in the "Training Publications" library on the SAN or through the International Training Management web site.

2.  Most of the publications listed below can be found at the International Training Web Site.  Here is a direct link: http://www.disam.dsca.mil/itm/References/@References.htm

**Security Assistance Management Manual (SAMM):**  Also DoD 5105.38-M.  Chapter 10 concerns training policy and procedures.   The SAMM is available at various SAN locations or Web Sites.  Here is one link: http://www.dsca.osd.mil/samm/

**Joint Security Assistance Training Regulation (JSAT):**  Also known as AR 12-15, SECNAVINST 4950.4A or AFI 16-105.  The JSAT supplements the SAMM and provides detailed guidance concerning SA training program implementation and administration. The JSAT applies to both SAOs (that's you) and CONUS training activities.  The newest JSAT is dated 5 June 2000.  The easiest way to find it is this link: http://www.disam.dsca.mil/itm/References/@References.htm

**Defense Language Institute English Language Center (DLIELC) Publications**:  The easiest way to find them online is to use this link: http://www.disam.dsca.mil/itm/References/@References.htm
   ♦   Most of these are usually updated in the autumn of each year.

   **English Language Training Support for Security Assistance Offices** This is a quick reference of everything you wanted to know about English language training and DLIELC.

   **DLIELC 2005 Catalog of Materials, Courses  and Support; not dated**

   **DLIELC Instruction 1025.7,  Planning and Programming Security Assistance English Language Training; October 1, 2003**

   **DLIELC 1025.9,  Management of the DLIELC Oral Proficiency Program; 5 April 2004**

   **DLIELC 1025.15,  English Comprehension Level (ECL) Test Guidelines; October 1, 2003**

   **DLIELC 1025.30,  English Language Training for International Military Students; April 30, 2003**

**U.S. Army Security Assistance Training Program Handbook.**  (Commonly called the "Green Book").  Go to this web site:  http://www-satfa.monroe.army.mil/greenbook2/greenbook.asp

**US Navy International Training Catalog.**   This catalog is a complete listing of the various U.S. Navy training courses available to the international community:   https://www.netsafa.navy.mil/catalog/table_contents.asp

**United States Coast Guard International Training Handbook – 10<sup>th</sup> Edition.**  This publication can be found here:   http://www.uscg.mil/hq/g-ci/2000ith/ITHnew.htm

**Marine Corps Security Assistance Education and Training Desktop Guide**   This publication is available a this website:   http://scetc.tecom.usmc.mil/PubsHome.asp

**HQ USEUCOM Security Assistance Training Guide, 2005-2006.**   (You're reading it now).  If you're an experienced SAO training program manager, please review the part on SA training automation, ensure your student vetting and medical screening procedures (Ch. 3) are in order and look at chapter six before you toss this handbook

into the back corner of your bookshelf.  If you're new, keep this handbook close by for a while; it might prove helpful.  You can also get it from this web site:   http://www.disam.dsca.mil/itm/Unified Command/Eucom.htm

3.  **How to get to reference publications while on the SAN**

a.  Logon to the SAN and go to the Main Menu.  Select the ***Training*** option.  This will take you to the ***MainTraining Menu***.   It will look like this and you can get your publication from one of these two links:
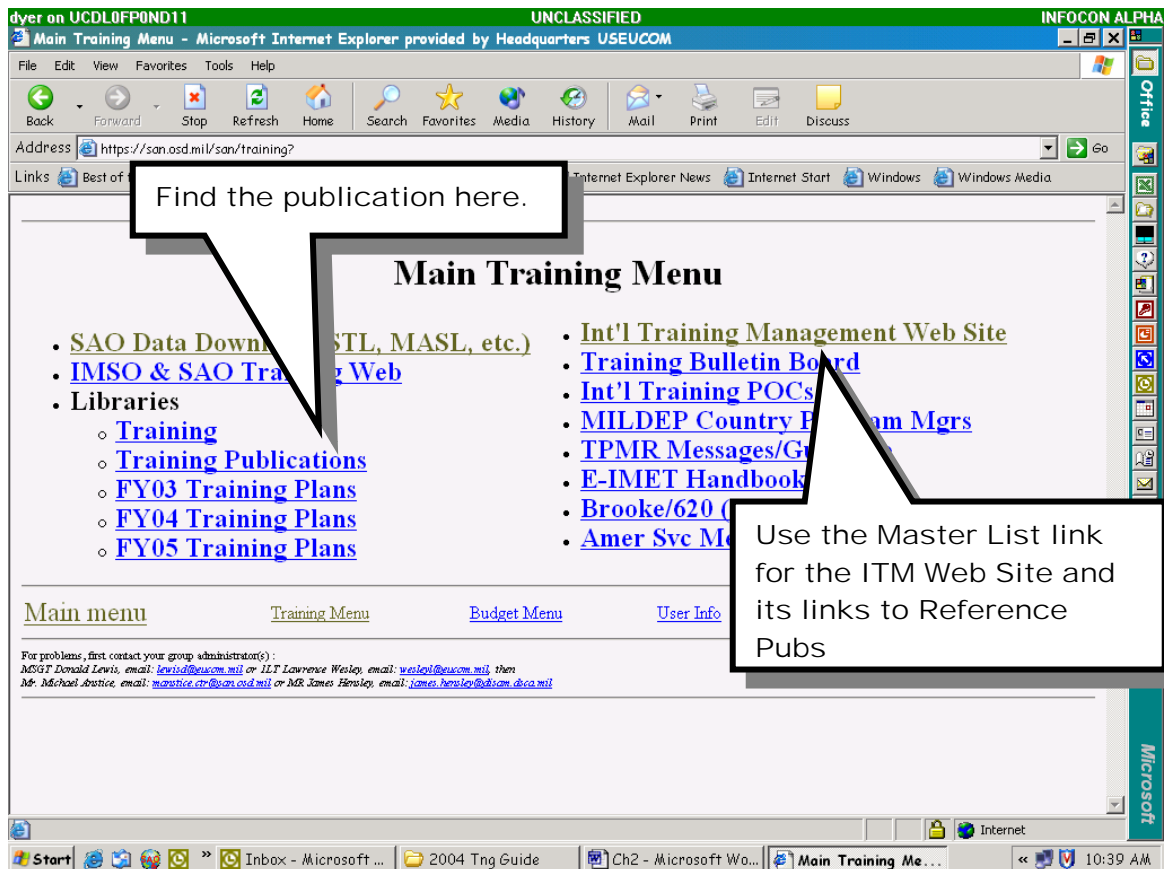


b.  Take a few minutes and investigate how to download these documents.  If you're having problems, contact us.

---

## FORMS & COMPUTER PRINTOUTS

## All of these forms are available in TMS

1.  **Invitational Travel Order (ITO), DD Form 2285**, dated Jan 95.  When you start to complete the ITO in TMS you will see it in its entire 4-page format.  Once completed, the ITO will actually print in "letter" format, which is the newest version of the ITO.  The MILDEPs and schools will continue to accept DD Form 2285 ITOs.  However, you are strongly urged to use TMS to complete your ITOs.

2.  **International Military Student (IMS) Biographic Data, DD Form 2239**, dated Aug 92.  This form provides basic IMS biographic information needed by the International Military Student Offices (IMSO) at the training locations to assist student transition to life in the United States.  Again, use TMS to complete and print this form.

3.  **The Standardized Training Listing (STL).**  SATFA, NETSAFA, and AFSAT each produce their own version of the STL.  An STL for Bosnia-Herzegovina's FY05 IMET program printed from TMS is shown at page 2-13.  **It is extremely important that you check the STL each week for new class dates or changes to class dates.**  Frequently the STL is the only notification you will get when a quota has been allocated, or that class dates have changed.  TMS can provide you a "Reconciliation" report that points out all changes since the previous STL.  The STL is a dynamic document that must be reviewed carefully each time you receive it.  Don't simply file a new STL with old ones or overwrite your current TMS STL database before reviewing it for program changes first.

4.  **Military Articles and Services List (MASL).**  The MASL is a listing of almost all the courses available to international "customers".  It provides course cost/tuition charges for different fiscal years and for different pricing categories (IMET, FMS, FMS-IMET, NATO).  A MASL page printed from TMS is shown on page 2-16.

5.  **Location Codes.**  This is a three-digit code shown on your ISTL under the "**LOC"** column.  The Location Code table in updated on a regular basis and is available from the SAN Training Menu or in the "View" function of TMS. The Location Code tells you exactly where the student will be training in the U.S.

## SA TRAINING FILING SYSTEM

1.   International Training files should be kept in accordance with record keeping requirements of your parent organization.  Files should provide a historical background in order to evaluate program effectiveness and help plan future programs, and provide sufficient information on previous graduates of  U.S. training to help the people who follow you determine if prior students are utilizing the skills they learned.  Additionally, training files should be used to help identify prior students who have achieved a "Position of Prominence" in their country.

2.  All EUCOM ODCs are required to maintain files in accordance with **CJCSI 5760.01**  "**Records Management Policy for the Joint Staff and Combatant Commands**" dated 01 February 2003.  There are two volumes of specific records management/filing procedures for maintaining office records for EUCOM ODCs.  Their titles and web links are shown below.  The training portion of filing is illustrated below.

   a.  CJCSI 5760.01 can be found at this web site:  http://www.dtic.mil/doctrine/jel/cjcsd/cjcsi/d576001.pdf

   b.  CJCSM 5760.01 Vol I Joint Staff and Combatant Command Records Management Manual: Volume I - Procedures, 10 March 2003:  http://www.dtic.mil/doctrine/jel/cjcsd/cjcsm/m576001vi.pdf

   c.  CJCSM 5760.01 Vol II Joint Staff and Combatant Command Records Management Manual, Volume II - Disposition Schedule, 10 March 2003:  http://www.dtic.mil/doctrine/jel/cjcsd/cjcsm/m576001vii.pdf

3.  International Training fall within the 0810 series and should be established as shown below.

For example:
0810 is Foreign Training.
0810-01 is Foreign Training Programs.
0810-02 is for Individual Student files/file folders.
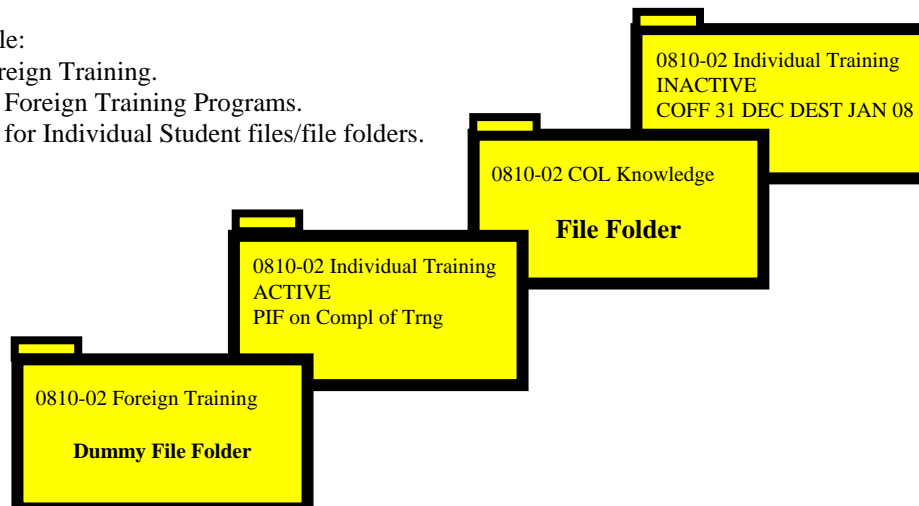
0810-02 Individual Training
INACTIVE
COFF 31 DEC DEST JAN 08

0810-02 COL Knowledge

**File Folder**

0810-02 Individual Training
ACTIVE
PIF on Compl of Trng

0810-02 Foreign Training

**Dummy File Folder**

# BOSNIA  STL

| IA | WCN | MASL | TITLE | SC | LOC | DUR | ECL | CRS COST | TLA | TOTAL | REPORT | START | END | QTR | PRI | FS | QTY | PO | WV |
|----|-----|------|-------|----|----|-----|-----|----------|-----|-------|--------|-------|-----|-----|-----|----|----|----|----|
| **Program Year:  05** | | | | | | | | | | | | | | | | | | | |
| **Priority A** | | | | | | | | | | | | | | | | | | | |
| **MILDEP: Department of the Army (SATFA) -  Priority A's** | | | | | | | | | | | | | | | | | | | |
| B | 0001 | B365003 | MEDICAL COST-CONUS | | BGX | 0000 | | $700 | $0 | $700 | | | | 1 | A | | 1 | B | |
| B | 0090 | B307010 | TAT-LANGUAGE LAB INSTALL | | BAT | 0000 | | $20,000 | $0 | $20,000 | | | | 3 | A | | 1 | B | |
| B | 1139@ | B177009 | ENGLISH LANGUAGE CRSE | O | DLI | 0025 | 70 | $6,940 | $9,254 | $16,194 | | | | 1 | A | | 1 | B | |
| B | 1139A | B152292 | AMMO TECH WO BASIC | O | BCX | 0010 | 70 | $4,710 | $6,382 | $11,092 | | | | 3 | A | | 1 | B | |
| B | 1205@ | B177009 | ENGLISH LANGUAGE CRSE | O | DLI | 0025 | 80SA | $6,940 | $9,254 | $16,194 | | | | 2 | A | | 1 | B | |
| B | 1205A | B171800 | ARMY WAR COLLEGE (RES | O | BCC | 0040 | 80SA | $17,345 | $34,641 | $51,986 | | | | 4 | A | | 1 | B | |
| B | 1206@ | B177009 | ENGLISH LANGUAGE CRSE | O | DLI | 0025 | 80SA | $6,940 | $9,254 | $16,194 | | | | 1 | A | | 1 | B | |
| B | 1206A | B171766 | INTERNATIONAL OFFICER | O | BCT | 0003 | 80SA | $857 | $2,938 | $3,795 | | | | 3 | A | | 1 | B | |
| B | 1206B | B171782 | CMD & GEN STAFF OFF PREP | O | BCT | 0002 | 80SA | $2,792 | $1,728 | $4,520 | | | | 4 | A | | 1 | B | |
| B | 1206C | B171768 | COMMAND & GEN STAFF OFF | O | BCT | 0041 | 80SA | $8,442 | $27,936 | $36,378 | | | | 4 | A | | 1 | B | |
| B | 1208@ | B177009 | ENGLISH LANGUAGE CRSE | E | DLI | 0025 | 80SA | $6,940 | $8,522 | $15,462 | | | | 1 | A | | 1 | B | |
| B | 1208A | B171201 | U.S. ARMY SGT MAJOR PREP | E | BCI | 0004 | 80SA | $2,774 | $4,555 | $7,329 | | | | 3 | A | | 1 | B | |
| B | 1208B | B171200 | U.S. ARMY SERGEANTS MAJOR | E | BCI | 0039 | 80SA | $7,468 | $34,071 | $41,539 | | | | 3 | A | | 1 | B | |
| B | 1209@ | B177009 | AMERICAN LANGUAGE | E | DLI | 0025 | 80SA | $6,865 | $8,522 | $15,387 | | | | 1 | A | | 1 | B | |
| B | 1209A | B171201 | U.S. ARMY SGT MAJOR PREP | E | BCI | 0004 | 80SA | $2,774 | $4,555 | $7,329 | | | | 1 | A | | 1 | B | |
| B | 1209B | B171200 | U.S. ARMY SERGEANTS MAJOR | E | BCI | 0039 | 80SA | $7,468 | $34,071 | $41,539 | | | | 1 | A | | 1 | B | |
| B | 2000@ | B177009 | ENGLISH LANGUAGE CRSE | O | DLI | 0015 | 85S | $4,190 | $6,874 | $11,064 | | | | 1 | A | | 1 | B | |
| B | 2000A | B164590 | PA OFFICER QUAL CRS | O | BFJ | 0009 | 85S | $2,692 | $7,219 | $9,911 | | | | 2 | A | | 1 | B | |
| B | 2003@ | B177009 | AMERICAN LANGUAGE | O | DLI | 0009 | 75 | $2,513 | $5,276 | $7,789 | 5/25/2005 | 5/30/2005 | 7/29/2005 | 3 | A | | 1 | B | |
| B | 2003A | B156535 | PLAN,PROG,BUDG & EXEC SYS | O | BC3 | 0002 | 75 | $626 | $1,930 | $2,556 | 8/1/2005 | 8/8/2005 | 8/19/2005 | 4 | A | | 1 | B | |
| B | 2003B | B156536 | RESOURCE MGT BUDGET | O | BC3 | 0002 | 75 | $626 | $1,680 | $2,306 | | | | 4 | A | | 1 | B | |
| B | 2003C | B129901 | OJT OPERATIONS TNG-CONUS | O | BC3 | 0001 | 75 | $376 | $1,280 | $1,656 | | | | 5 | A | | 1 | B | |
| | | **MILDEP Summary:** | **Programmed Totals for Priority  A  (SATFA)** | | | | | $120,978 | $219,942 | $340,920 | | | | | | | | | |
| | | **SATFA Priority A** | **Allocated MILDEP Ceiling for (SATFA)** | | | | | | | $370,000 | | | | | | | | | |
| | | | **Difference (MILDEP Ceiling) - (Priority A Programmed)** | | | | | | | $29,080 | **8%  Under Budget for this MILDEP** | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| **MILDEP: Department of the Air Force (AFSAT) -  Priority A's** | | | | | | | | | | | | | | | | | | | |
| D | 0001A | D365003 | MEDICAL SERVICES/CONUS | O | 000 | 0000 | | $0 | $0 | $0 | | | | 1 | A | | 1 | D | |
| D | 0001B | D365003 | MED SVCS (PRI A-UNFUNDED) | O | 000 | 0000 | | $280 | $0 | $280 | | | | 1 | A | | 1 | D | |
| D | 0003A | DBKPUB0 | AF BOOKS/PUBS/OTHER | | 000 | 0001 | | $0 | $0 | $0 | | | | 4 | A | | 1 | D | |
| D | 0004A | D00PCHT | AF PCKG/CRATING/SHIPPING | | 000 | 0001 | | $0 | $0 | $0 | | | | 4 | A | | 1 | D | |
| D | 0300A | D305013 | DISAM PLNG & RES MGT MET | R | VAR | 0002 | | $0 | $0 | $0 | | 4/1/2005 | 4/9/2005 | | A | | 1 | D | |
| D | 0300B | D305013 | DISAM PLNG & RES MGT MET | R | VAR | 0002 | | $0 | $0 | $0 | | 4/1/2005 | 4/9/2005 | | A | | 1 | D | |
| D | 0300C | D309000 | MTT/TRAINING AIDS | R | VAR | 0002 | | $0 | $0 | $0 | | 4/1/2005 | 4/9/2005 | | A | | 1 | D | |
| D | 1000@ | D177009 | AMERICAN LANGUAGE | O | DLI | 0025 | 70SA | $9,000 | $29,391 | $38,391 | | | | 1 | A | | 1 | D | |
| D | 1000A | D171014 | INTL OFF SCH (FOR AC&SC) | O | MAX | 0007 | 70SA | $3,420 | $6,049 | $9,469 | | | | 3 | A | | 1 | D | |
| D | 1000B | D171002 | AIR COMD & STAFF COLLEGE | O | MAX | 0044 | 70SA | $7,400 | $33,372 | $40,772 | | | | 4 | A | | 1 | D | |
| D | 2000 | D173070 | CMSID - EAST EU/CEN ASIA | O | HUR | 0002 | 70 | $2,420 | $3,917 | $6,337 | 11/6/2004 | 11/8/2004 | 11/19/2004 | | A | | 1 | D | |
| D | 2001 | D173070 | CMSID - EAST EU/CEN ASIA | O | HUR | 0002 | 70 | $2,420 | $3,917 | $6,337 | 11/6/2004 | 11/8/2004 | 11/19/2004 | | A | | 1 | D | |

Data Date *08-Sep-04*
Report Date *11-Sep-04*

| IA | WCN | MASL | TITLE | SC | LOC | DUR | ECL | CRS COST | TLA | TOTAL | REPORT | START | END | QTR | PRI | FS | QTY | PO | WV |
|----|-----|------|-------|----|----|-----|-----|----------|-----|-------|--------|-------|-----|-----|-----|----|----|----|----|
| D | 2002 | D173070 | CMSID - EAST EU/CEN ASIA | O | HUR | 0002 | 70 | $2,420 | $3,917 | $6,337 | 11/6/2004 | 11/8/2004 | 11/19/2004 | | A | | 1 | D | |
| D | 6000@ | D177027 | GENERAL ENGLISH LANG TNG | O | DLI | 0010 | 80 | $3,600 | $6,469 | $10,069 | 3/16/2005 | 3/21/2005 | 5/27/2005 | | A | | 1 | D | |
| D | 6000A | D177007 | LANGUAGE | O | DLI | 0027 | 80 | $8,110 | $8,360 | $16,470 | | 5/30/2005 | 12/2/2005 | | A | | 1 | D | |

|  | MILDEP Summary: | | Programmed Totals for Priority A (AFSAT) | | | | | $39,070 | $95,392 | $134,462 | | | | | | | | | |
|  | AFSAT Priority A | | Allocated MILDEP Ceiling for (AFSAT) | | | | | | | $130,000 | | | | | | | | | |
|  |  | | Difference (MILDEP Ceiling) - (Priority A Programmed) | | | | | | | ($4,462) | **3%  Over Budget for this MILDEP!** | | | | | | | | |

**MILDEP: Department of the Navy (NETSAFA) -  Priority A's**

| IA | WCN | MASL | TITLE | SC | LOC | DUR | ECL | CRS COST | TLA | TOTAL | REPORT | START | END | QTR | PRI | FS | QTY | PO | WV |
|----|-----|------|-------|----|----|-----|-----|----------|-----|-------|--------|-------|-----|-----|-----|----|----|----|----|
| P | 0001 | P365003 | MEDICAL SERVICES | O | UNK | 0001 | | $0 | $0 | $0 | | | | 1 | A | | 1 | P | |
| P | 0402 | P309061 | MET DIILS SEMINARS | O | BK8 | 0001 | | $45,000 | $0 | $45,000 | | | | 2 | A | | 1 | P | M |
| P | 0500 | P319016 | MET DRMI (MIDMC) | O | BK8 | 0002 | | $70,000 | $0 | $70,000 | 11/2/2004 | 11/2/2004 | 11/12/2004 | 1 | A | | 1 | P | M |
| P | 0501 | P309070 | MET CIV-MILITARY RELATIONS | O | BK8 | 0001 | | $50,000 | $0 | $50,000 | | | | 2 | A | | 1 | P | M |
| P | 0502 | P309070 | MET CIV-MILITARY RELATIONS | O | BK8 | 0001 | | $50,000 | $0 | $50,000 | | | | 3 | A | | 1 | P | M |
| P | 0503 | P309070 | MET CIV-MILITARY RELATIONS | O | BK8 | 0001 | | $50,000 | $0 | $50,000 | | | | 4 | A | | 1 | P | M |
| P | 1502A | P177009 | AMERICAN LANGUAGE | O | DLI | 0020 | 80 | $5,630 | $9,524 | $15,154 | | | | 3 | A | | 1 | P | |
| P | 1502B | P176019 | MIL & PCKEEP OPS IAW ROL | O | PDI | 0006 | 80 | $11,297 | $3,094 | $14,391 | | | | 3 | A | | 1 | P | |
| P | 2501A | P177009 | AMERICAN LANGUAGE | O | DLI | 0020 | 80 | $5,630 | $9,524 | $15,154 | 5/4/2005 | 5/9/2005 | 9/23/2005 | 3 | A | | 1 | P | |
| P | 2501B | P162003 | INTL DEFENSE MGT CRS | O | PDR | 0011 | 80 | $13,978 | $5,645 | $19,623 | 9/24/2005 | 9/26/2005 | 12/9/2005 | 3 | A | | 1 | P | |
| P | 2503A | P177009 | AMERICAN LANGUAGE | O | DLI | 0020 | 80 | $5,630 | $9,524 | $15,154 | 2/2/2005 | 2/7/2005 | 6/24/2005 | 2 | A | | 1 | P | |
| P | 2503B | P162004 | SR INTERNATIONAL DEF MGT | O | PDR | 0004 | 80 | $5,315 | $2,215 | $7,530 | 6/25/2005 | 6/27/2005 | 7/22/2005 | 2 | A | | 1 | P | |
| P | 2504A | P176023 | MET DIILS JOINT CONUS PLAN | O | UNK | 0001 | | $30,000 | $3,002 | $33,002 | | | | 2 | A | | 1 | P | M |

|  | MILDEP Summary: | | Programmed Totals for Priority A (NETSAFA) | | | | | $342,480 | $42,528 | $385,008 | | | | | | | | | |
|  | NETSAFA Priority A | | Allocated MILDEP Ceiling for (NETSAFA) | | | | | | | $400,000 | | | | | | | | | |
|  |  | | Difference (MILDEP Ceiling) - (Priority A Programmed) | | | | | | | $14,992 | **4%  Under Budget for this MILDEP** | | | | | | | | |

|  | Total Priority A Summary: | | Programmed Totals for Priority A | | | | | $502,528 | $357,862 | $860,390 | | | | | | | | | |
|  |  | | Country  Allocated Total | | | | | | | | | | | | | | | | |
|  |  | | Difference (Country Allocated Total) - (Priority A Programmed) | | | | | | | | | | | | | | | | |

**Priority D**

**MILDEP: Department of the Army (SATFA) -  Priority D's**

| IA | WCN | MASL | TITLE | SC | LOC | DUR | ECL | CRS COST | TLA | TOTAL | REPORT | START | END | QTR | PRI | FS | QTY | PO | WV |
|----|-----|------|-------|----|----|-----|-----|----------|-----|-------|--------|-------|-----|-----|-----|----|----|----|----|
| B | 2001@ | B177009 | AMERICAN LANGUAGE | O | DLI | 0025 | 85S | $6,865 | $9,254 | $16,119 | | | | 4 | D | | 1 | B | |
| B | 2001A | B164590 | PA OFFICER QUAL CRS | O | BFJ | 0009 | 85S | $2,692 | $7,219 | $9,911 | | | | 4 | D | | 1 | B | |
| B | 2004@ | B177009 | AMERICAN LANGUAGE | O | DLI | 0025 | 75 | $6,865 | $9,254 | $16,119 | | | | 4 | D | | 1 | B | |
| B | 2004A | B156535 | PLAN,PROG,BUDG & EXEC SYS | O | BC3 | 0002 | 75 | $626 | $1,930 | $2,556 | | | | 4 | D | | 1 | B | |
| B | 2004B | B156536 | RESOURCE MGT BUDGET | O | BC3 | 0002 | 75 | $626 | $1,680 | $2,306 | | | | 4 | D | | 1 | B | |
| B | 2004C | B129901 | OJT OPERATIONS TNG-CONUS | O | BC3 | 0001 | 75 | $376 | $1,280 | $1,656 | | | | 4 | D | | 1 | B | |

Data Date *08-Sep-04*
Report Date *11-Sep-04*

| IA | WCN | MASL | TITLE | SC | LOC | DUR | ECL | CRS COST | TLA | TOTAL | REPORT | START | END | QTR | PRI | FS | QTY | PO | WV |
|----|-----|------|-------|----|----|----|-----|----------|-----|-------|--------|-------|-----|-----|-----|-----|-----|-----|-----|
| | **MILDEP Summary:** | | **Programmed Totals for Priority  D  (SATFA)** | | | | | **$18,050** | **$30,617** | **$48,667** | | | | | | | | | |
| | **SATFA Priority D** | | | | | | | | | | | | | | | | | | |

**MILDEP: Department of the Air Force (AFSAT) -  Priority D's**

| IA | WCN | MASL | TITLE | SC | LOC | DUR | ECL | CRS COST | TLA | TOTAL | REPORT | START | END | QTR | PRI | FS | QTY | PO | WV |
|----|-----|------|-------|----|----|----|-----|----------|-----|-------|--------|-------|-----|-----|-----|-----|-----|-----|-----|
| D | 0001C | D365003 | MEDICAL SERVICES/CONUS | O | 000 | 0000 | | $105 | $0 | $105 | | | | 1 | D | | 1 | D | |
| D | 2004 | D178088 | DISAM FOREIGN PURCHASER | O | WPT | 0002 | 80 | $1,160 | $3,917 | $5,077 | | | | 4 | D | | 1 | D | |
| D | 6001@ | D177027 | GENERAL ENGLISH LANG TNG | O | DLI | 0010 | 80 | $3,680 | $6,513 | $10,193 | | | | 5 | D | | 1 | D | |
| D | 6001A | D177007 | LANGUAGE | O | DLI | 0027 | 80 | $8,297 | $8,360 | $16,657 | | | | 5 | D | | 1 | D | |
| | **MILDEP Summary:** | | **Programmed Totals for Priority  D  (AFSAT)** | | | | | **$13,242** | **$18,790** | **$32,032** | | | | | | | | | |
| | **AFSAT Priority D** | | | | | | | | | | | | | | | | | | |

**MILDEP: Department of the Navy (NETSAFA) -  Priority D's**

| IA | WCN | MASL | TITLE | SC | LOC | DUR | ECL | CRS COST | TLA | TOTAL | REPORT | START | END | QTR | PRI | FS | QTY | PO | WV |
|----|-----|------|-------|----|----|----|-----|----------|-----|-------|--------|-------|-----|-----|-----|-----|-----|-----|-----|
| P | 1501A | P176017 | PK FOR DECISION MAKERS | O | PDI | 0002 | 80 | $7,344 | $3,802 | $11,146 | | | | 4 | D | | 1 | P | |
| P | 2502A | P177009 | AMERICAN LANGUAGE | O | DLI | 0020 | 80 | $5,630 | $9,348 | $14,978 | | | | 4 | D | | 1 | P | |
| P | 2502B | P162003 | INTL DEFENSE MGT CRS | O | PDR | 0011 | 80 | $14,595 | $5,645 | $20,240 | | | | 4 | D | | 1 | P | |
| | **MILDEP Summary:** | | **Programmed Totals for Priority  D  (NETSAFA)** | | | | | **$27,569** | **$18,795** | **$46,364** | | | | | | | | | |
| | **NETSAFA Priority D** | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|----|----|
| **Total Priority D Summary:** | | **Programmed Totals for Priority  D** | | $58,861 | $68,202 | $127,063 | | | | | |
| **Total Program Year Summary:** | | **Programmed Totals: 05** | | $561,389 | $426,064 | $987,453 | | | | | |

# Army (SATFA) MASL Report

| MASL | YR | Title | LOC | Location | SCHOOL | Prereq | Dur | ECL | Security | IMET Cost |
|------|----|-------|-----|----------|--------|--------|-----|-----|----------|-----------|
| B171560 | 05 | JUDGE ADVOCATE OFF GRAD | BCQ | CHARLOTTESVILLE VA 22903-1781 | THE JUDGE ADVOCATE GENERALS | 2/2 | 42 | 90AO | U | $13,304 |
| B171560 | 05 | JUDGE ADVOCATE OFF GRAD | BCQ | CHARLOTTESVILLE, VA 22901 | JAG SCHOOL - USA | 2/2 | 42 | 90AO | U | $13,304 |
| B17156C | 05 | JAG SCH/CORRESPONDENCE CRS | BCQ | CHARLOTTESVILLE VA 22903-1781 | THE JUDGE ADVOCATE GENERALS | | 0 | | U | $0 |
| B17156C | 05 | JAG SCH/CORRESPONDENCE CRS | BCQ | CHARLOTTESVILLE VA 22903-1781 | THE JUDGE ADVOCATE GENERALS | | 0 | | U | $0 |
| B17156C | 05 | JAG SCH/CORRESPONDENCE CRS | BCQ | CHARLOTTESVILLE, VA 22901 | JAG SCHOOL - USA | | 0 | | U | $0 |
| B171590 | 05 | ADJUTANT GEN CAPT'S CAREER | BC3 | FORT JACKSON SC 29207-7025 | US ARMY SOLDIER SUPPORT | B121506 | 18 | 75SA | U | $6,962 |
| B171590 | 05 | ADJUTANT GEN CAPT'S CAREER | BC3 | FT. JACKSON, SC 29207-6330 | USATC | B121506 | 18 | 75SA | U | $6,962 |
| B171600 | 05 | ADA OFF ADV(PATR FOLLOW-ON | BCR | FT BLISS, TX 79916-6808 | USA AIR DEFENSE ARTILLERY | B171603 | 5 | 75SA | C | $1,135 |
| B171600 | 05 | ADA OFF ADV(PATR FOLLOW-ON | BCR | FT BLISS TX 79916-6808 | USA AIR DEFENSE ARTILLERY | B171603 | 5 | 75SA | C | $1,135 |
| B171603 | 05 | AIR DEF ARTY CAPT CAREER | BCR | FT BLISS TX 79916-6808 | USA AIR DEFENSE ARTILLERY | B171604 | 18 | 75SA | S | $5,474 |
| B171603 | 05 | AIR DEF ARTY CAPT CAREER | BCR | FT BLISS TX 79916-6808 | USA AIR DEFENSE ARTILLERY | B171604 | 18 | 75SA | S | $5,474 |
| B171604 | 05 | INTERNATIONAL CCC PREP | BCR | FT BLISS TX 79916-6808 | USA AIR DEFENSE ARTILLERY | | 2 | 75SA | U | $603 |
| B171604 | 05 | INTERNATIONAL CCC PREP | BCR | FT BLISS, TX 79916-6808 | USA AIR DEFENSE ARTILLERY | | 2 | 75SA | U | $603 |
| B171611 | 05 | JOINT THEATER AIR MSL DEF | BCR | FT BLISS, TX 79916-6808 | USA AIR DEFENSE ARTILLERY | | 1 | 75SA | S | $277 |
| B171611 | 05 | JOINT THEATER AIR MSL DEF | BCR | FT BLISS TX 79916-6808 | USA AIR DEFENSE ARTILLERY | | 1 | 75SA | S | $277 |
| B171619 | 05 | ARMOR CPT CAREER CRS PREP | BCY | FORT KNOX, KY | US ARMY ARMOR SCHOOL | | 3 | 80SA | S | $2,785 |
| B171619 | 05 | ARMOR CPT CAREER CRS PREP | BCY | FT KNOX, KY 40121-5234 | COMDT ARMOR SCH FT KNOX KY | | 3 | 80SA | S | $2,785 |
| B171619 | 05 | ARMOR CPT CAREER CRS PREP | BCY | FORT KNOX KY 40121 | US Army Armor Center & Fort Knox | | 3 | 80SA | S | $2,785 |
| B171620 | 05 | ARMOR CAPTAINS CAREER | BCY | FORT KNOX KY 40121 | US Army Armor Center & Fort Knox | B171619 | 20 | 80SA | S | $6,270 |
| B171620 | 05 | ARMOR CAPTAINS CAREER | BCY | FORT KNOX, KY | US ARMY ARMOR SCHOOL | B171619 | 20 | 80SA | S | $6,270 |
| B171620 | 05 | ARMOR CAPTAINS CAREER | BCY | FT KNOX, KY 40121-5234 | COMDT ARMOR SCH FT KNOX KY | B171619 | 20 | 80SA | S | $6,270 |
| B171630 | 05 | AVN CAPTAINS CAREER - ALL | BCA | FT BRAGG, NC 28307 | USAIMA/ASTU-TMS-AL | B121135 | 20 | 80SA | U | $2,915 |
| B171630 | 05 | AVN CAPTAINS CAREER - ALL | BCA | FORT RUCKER AL 36362 | Fort Rucker | B121135 | 20 | 80SA | U | $2,915 |
| B171631 | 05 | AVN CAPT CAREER  NO-CA | BCA | FT BRAGG, NC 28307 | USAIMA/ASTU-TMS-AL | B121135 | 20 | 80SA | U | $0 |
| B171631 | 05 | AVN CAPT CAREER  NO-CA | BCA | FORT RUCKER AL 36362 | Fort Rucker | B121135 | 20 | 80SA | U | $0 |
| B171632 | 05 | AVN CAPT CAREER - IT-CA | BCA | FT BRAGG, NC 28307 | USAIMA/ASTU-TMS-AL | B121135 | 20 | 80SA | U | $0 |
| B171632 | 05 | AVN CAPT CAREER - IT-CA | BCA | FORT RUCKER AL 36362 | Fort Rucker | B121135 | 20 | 80SA | U | $0 |
| B171633 | 05 | AVN CAPTAINS CAREER - EN | BCA | FT BRAGG, NC 28307 | USAIMA/ASTU-TMS-AL | B121135 | 20 | 80SA | U | $0 |
| B171633 | 05 | AVN CAPTAINS CAREER - EN | BCA | FORT RUCKER AL 36362 | Fort Rucker | B121135 | 20 | 80SA | U | $0 |
| B17163X | 05 | AVIATION CAPTAINS CAREER | BCA | FORT RUCKER AL 36362 | Fort Rucker | B121135 | 18 | 80SA | U | $0 |
| B17163X | 05 | AVIATION CAPTAINS CAREER | BCA | FT BRAGG, NC 28307 | USAIMA/ASTU-TMS-AL | B121135 | 18 | 80SA | U | $0 |
| B171652 | 05 | CHAPLAIN CAPTAIN CAREER | BC3 | FT. JACKSON, SC 29207-6330 | USATC | B169536 | 14 | 75SA | U | $5,842 |
| B171652 | 05 | CHAPLAIN CAPTAIN CAREER | BC3 | FORT JACKSON SC 29207-7025 | US ARMY SOLDIER SUPPORT | B169536 | 14 | 75SA | U | $5,842 |
| B171660 | 05 | CHEMICAL CAPTAINS CAREER | BCL | FT LEONARD WOOD, MO 65473- | USA CHEMICAL FT LEONARD WOOD | B174016 | 18 | 75SA | S | $4,936 |
| B171660 | 05 | CHEMICAL CAPTAINS CAREER | BCL | FT LEONARD WOOD MO 65473-5000 | CHEMICAL SCHOOL | B174016 | 18 | 75SA | S | $4,936 |
| B171670 | 05 | ENGINEER OFF CPT CAREER | BC2 | FT LEONARD WOOD MO 65473-5000 | USA ENGINEER CENTER | B174014 | 18 | 75SA | S | $5,389 |
| B171670 | 05 | ENGINEER OFF CPT CAREER | BC2 | FT LEONARD WOOD, MO 65473- | USA ENGINEER SCHOOL FT | B174014 | 18 | 75SA | S | $5,389 |
| B171680 | 05 | FIELD ARTY CAPTAINS CAREER | BCF | FT SILL OK 73503 | USA FIELD ARTILLERY SCHOOL | B171131 | 20 | 75SA | S | $4,711 |
| B171690 | 05 | FINANCE CAPTAIN CAREER | BC3 | FORT JACKSON SC 29207-7025 | US ARMY SOLDIER SUPPORT | B121523 | 18 | 75SA | C | $6,995 |
| B171690 | 05 | FINANCE CAPTAIN CAREER | BC3 | FT. JACKSON, SC 29207-6330 | USATC | B121523 | 18 | 75SA | C | $6,995 |
| B171699 | 05 | INT'L OFF PREP-INF CCC | BCG | FT BENNING, GA 31905-5468 | COMDT INFSCH FT BENNING GA | | 1 | 75SA | S | $1,814 |
| B171699 | 05 | INT'L OFF PREP-INF CCC | BCG | FT BENNING GA 31905 | Ft. Benning, GA.  U.S. Army Infantry | | 1 | 75SA | S | $1,814 |
| B171699 | 05 | INT'L OFF PREP-INF CCC | BCG | FT BENNING GA 31905 | ARMY INFANTRY SCHOOL, ATSH-SE- | | 1 | 75SA | S | $1,814 |
| B171700 | 05 | INFANTRY CAPTS CAREER CRS | BCG | FT BENNING, GA 31905-5468 | COMDT INFSCH FT BENNING GA | B171699 | 18 | 75SA | S | $4,749 |
| B171700 | 05 | INFANTRY CAPTS CAREER CRS | BCG | FT BENNING GA 31905 | Ft. Benning, GA.  U.S. Army Infantry | B171699 | 18 | 75SA | S | $4,749 |
| B171700 | 05 | INFANTRY CAPTS CAREER CRS | BCG | FT BENNING GA 31905 | ARMY INFANTRY SCHOOL, ATSH-SE- | B171699 | 18 | 75SA | S | $4,749 |
| B171727 | 05 | COMBINED LOG CCC-TRANS | BCS | FORT EUSTIS, VA 23604-5361 | USA TRANSPORTATION SCHOOL | B171545 | 5 | 75SA | U | $1,728 |

# CHAPTER THREE

# YOUR JOB AS TRAINING MANAGER

---

**LAST YEAR'S PROGRAM (FY04)**

---

Basic things you need to do are shown below.  You will encounter others, but this is a starter checklist.

a.  Monitor progress of students in school:

(1).  Are any students having academic/disciplinary problems?

(2).  Does the MILDEP (SATFA, NETSAFA, AFSAT, USMC or COGARD) recommend a change to the student's training schedule?

(3).  Coordinate any changes to scheduled training with country or MILDEP as necessary.

b.  Notify country when students are scheduled to return home.

c.  Debrief student, if possible.  Return Retainable Instructional Material (RIM) - the books he/she received while training in the U.S. - to the student, if possible.

d.  Notify appropriate U.S. activities of the results of the student debriefing if significant problems are identified or favorable comments are made.

e.  Process final travel voucher for returning students, if required.

---

**CURRENT YEAR PROGRAM (FY05)**

---

A basic checklist of things you will need to do to execute this year's program is provided below.  The checklist is arranged by specific task, not by time sequence.  Each task is divided into sub-components of smaller tasks or items you need to consider when performing the task.

**1. PROGRAM FUNDING**.

a.  **FMS FUNDING**:  If training is under FMS make sure you have an implemented FMS case.

b. **IMET FUNDING**:

(1).  If training is under IMET make sure you have Military Department (MILDEP) authority to publish the ITO.  If in doubt, check with the MILDEP or us at HQ USEUCOM.

(2).  Each MILDEP is responsible for funding its portion of the IMET program under "Decentralized Funding".  This means that **you** are responsible for allocating your IMET funds among the U.S. MILDEPs where training is planned (This is commonly referred to as "breakout levels").  **You** are responsible for updating breakout levels during the year as changes occur in the country's IMET program.  The breakout levels are updated on a regular basis and posted to the SAN Web.

```
****** IMET BREAKOUT EXAMPLE ******

Moldova will receive $400,000 in FY05 IMET funds.  The Office of Defense Cooperation (ODC), in conjunction
with the Moldovan government, has decided that the $400,000 will be divided as follows:

U.S. Army (SATFA)                                      $195,000
U. S. Maritime Forces (NETSAFA, USMC, COGARD)          $160,000
USAF (AFSAT)                                           $ 45,000

If Moldovan requirements change and it's decided that more USAF sponsored training is desired, then funds to
cover the additional training will have to come at the expense of another part of the country's program; either Army
or Maritime.  **You** are responsible for coordinating these changes and directing SATFA, NETSAFA, and AFSAT
how to re-distribute Moldova's IMET funds.  You decide that you need to put another $20,000 in the USAF
program to cover this new requirement, then you determine that one training sequence in the Army program is not
as important and direct SATFA to transfer $20,000 to AFSAT.  You change the breakout so that it now reads:

U.S. Army (SATFA)                                      $175,000
U. S. Maritime Forces (NETSAFA, USMC, COGARD)          $160,000
USAF (AFSAT)                                           $ 65,000

****** END OF EXAMPLE ******
```

    c. **How to get more IMET money!**  (See SAMM, Chapter 10, paragraph C10.6.1.6 and Table C10.T5).

        (1).  During the Training Program Management Review (TPMR) we will ask each of you if your program
needs additional funds for valid, unfunded training requirements or if your country can turn back funds for
redistribution.  This is the start of the end-of-year review.  We will send a prioritized list of all recommended
country requirements for redistribution of IMET funds to DSCA by 30 June 2005.  State Department will eventually
announce the results of this review probably about September 2005.

        (2).  This "End-of-Year" review is an excellent opportunity to obtain additional funds for your host nation.
The whole process requires close coordination among the SAO (you), HQ USEUCOM, the MILDEP, and DSCA.
Student and quota availability need to be established before additional funds can be provided.  Each player must be
prepared to act on very short notice.

    d. **COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP) FUNDING**.

        (1).  CTFP funding is similar to IMET funding in that the program pays all costs; tuition, travel & perdiem
for the student.   See page 5-10 for detailed program implementation guidance.

        (2).  The CTFP differs from IMET in that overall program and country funding control is retained at OSD-
SO/LIC.  An SAO is advised how much CTFP funding the country has been allocated, but OSD-SO/LIC
retains the authority to change a country's funding level at any time.

        (3).  CTFP funding also differs in that OSD-SO/LIC will only release funding for each education/training
event after the SAO has submitted and SO/LIC approves the student's "Nomination Package"; see page 5-5 for the
steps to submit a "Candidate Nomination".

        (4).  CTFP funding approval is a two-step process.  First SO/LIC will release funds through DSCA to the
appropriate MILDEP.  Normally release of funding does not constitute policy approval for a student to actually
proceed to training.  The second step is "Policy approval" which constitutes final authority for the SAO to actually
publish the ITO and implement the planned training.

**2. STUDENT PROCESSING CHECKLIST**.

You should be working with the country to identify qualified candidates for training as early as possible (six months before the class starts).   An example of a student-processing checklist is shown starting at page 3-18.  These are some of the things you need to do:

a.  Always have a back-up candidate.

b.  Conduct English Comprehension Level (ECL) screening test.  Remember test scores are valid for 105 days. Make sure the candidate has the minimum ECL score required by the MILDEP.

c.  Verify that the candidate's rank fits the course.  We don't want a student whose rank is too low or too high. Submit a waiver request to the MILDEP if necessary.  Find out if the candidate has been promoted.  It has happened where someone was promoted to a grade that made him ineligible for his primary training course.

d.  Check physical fitness and administer the required physical fitness test for Airborne, Ranger, Special Forces, or Underwater Demolition training, if required.  Make sure pilots/navigators/flight engineers have current flight physicals and take their flight/medical records with them to training.

e.  Conduct necessary background checks on the proposed student or have country officials certify to the country team's satisfaction that the proposed student has:

(1).  **Been vetted properly.  Has the student been cleared by appropriate host country and country team authorities and certified to have no record of human right abuses, drug trafficking, corruption, criminal activity, or other activities that are inconsistent with U.S. foreign policy goals?  The most recent vetting guidance is contained in SECSTATE Message is 061820Z Feb 03 and is shown on page 3-11.**  The vetting process and student checklist used by ODC Russia is shown starting on page 3-16.

(2).  **Been medically screened and is certified to attend U.S. training.  This includes chest x-ray, dental screening and HIV screening.  The country does the screening, not you.  The country provides you with the certificate**.   Current medical screening policy is contained in DSCA message 211831Z Nov 02 shown on page 3-24.

(3).  The security clearance necessary to attend a classified course.  The school will determine if the student is actually eligible to receive classified instruction

f.  Check school websites (see the ITM Website for links to schools) for administrative and logistics information pertinent to your student.  Provide this information to the student before he/she leaves for CONUS training.

g.  Determine if dependents will accompany the student.  Remember, for most courses, it is advisable to not have dependents accompany the student.  Check the Joint Security Assistant Training (JSAT) regulation for more information.  If yes, then notify the school so they are prepared for the dependents.  Put it on the ITO.  This is especially important for those schools where the student is authorized an increased living allowance when dependents accompany him/her.  **See page 3-21 for authorized living allowances that became effective 1Oct 03.** In addition, if the dependents aren't on the ITO they will not be allowed Commissary and Exchange privileges.

h.  Verify that the candidate meets technical and educational prerequisites.  Check the appropriate Army, Navy, USAF, USMC or Coast Guard Web Site (see Chap 2) or Training Guide/Handbook for prerequisites.

i.  Arrange visa.  **A-2 visa has been directed by SECSTATE for all non-NATO International Military Students.  If there's a problem tell your consular officer to see "9 FAM, 41.22, note 2.5".  That is State Department's authority for an A-2 visa.**

j.  Make airline reservations and purchase ONE-WAY ticket to first training location (IMET only).  If you believe a round trip is more economical, then request a waiver to this requirement from the MILDEP.  In all cases

use a U.S. carrier to the maximum extent possible.  Arrange for excess baggage for student where and when required.  See DSCA Policy Memorandum on page 3-27 for additional clarification.

k.  Determine if the student's government has authorized him to buy/drive a car in the U.S.  If they have, put it on the ITO.

l.  Determine if the student will be authorized leave upon completion of training.  Annotate it on the ITO.

m.  Ensure the student has proper uniforms (number and kind) for training as prescribed by the MILDEP.

n.  Prepare student biographic information (DD Form 2339).  It is available in TMS!

o.  Receive authority from MILDEP to issue ITO (by message or email) and issue the ITO.

p.  Send an arrival message to the school at least 15 days prior to school report date.  Advise the school of any special requirements the student may have.

q.  Conduct an oral pre-departure briefing. Give the student a written copy of the briefing, preferably in his language and English.  We have placed two real pre-departure briefings in the SAN Training Library for you to download to make your own pre-departure briefings for use in your country.   Get the DISAM standard pre-departure briefing that has been distributed on CD-ROM.

r.  Make sure the student actually departs for the U.S.

**3.  COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP) STUDENT PROCESSING.**

CTFP student processing is almost the same as for IMET & FMS training.  The single difference is that whereas the country team may approve IMET and FMS students locally via normal vetting, the CTFP requires that each student be approved by HQ USEUCOM and by ASD-SO/LIC before training may be implemented.  See Chapter 5, pages 5-5 through 5-12 for current program implementation guidance and for the candidate nomination process/package that must be submitted on each CTFP candidate.

**4.  ISSUING THE INVITATIONAL TRAVEL ORDER (ITO):  DD Form 2285**

a.  ITOs are required for all students receiving training in the U.S.   As explained in Chapter Two, this DD form has been superceded by the letter format ITO created by TMS.  We urge you to use TMS to create your ITOs.

b.  The MILDEPs will send you a separate message providing authority to issue an ITO for each WCN (via email or messge).  If you have not received ITO authority 30 days prior to the student's departure ask the MILDEP (SATFA, NETSAFA, or AFSAT) for authority to issue the ITO.

c.  Each military department provides its fund cite or fiscal data and authority to proceed differently.  This frequently causes confusion.  The differences among the MILDEPs are explained on the next three pages.

## ************ **U.S. ARMY ITO AUTHORIZATION** ************

SATFA sends a separate message each time you are authorized to obligate funds.  SATFA provides a fund cite "shell" and additional data to complete the shell.  Each course requires a separate fund cite; e.g. a WCN containing an "L", "A" and "B" line would require three fund cites.  SATFA sends a separate message each time it authorizes training.  This message was the authority for the SAO in Bulgaria to issue the ITO for FY04 WCN listed.

```
PTTUZYUW RUERAIX2293 1131752-UUUU--RUFGNOA.
ZNR UUUUU
P 222038Z APR 04
FM DIR SATFA FT MONROE VA//ATFA-PFM//
TO RUEHSF/ODC SOFIA BU
INFO RUFGNOA/USCINCEUR VAIHINGEN GE//ECJ4-ID//
BT
UNCLAS
SUBJECT  FY 2004 IMET FUNDING BU-04

A.  MSG SATFA ATFA-PM 101337Z OCT 03
     1.  FUND CITE EXAMPLE:
                 CC          GEN          DOC NO=CC+BI+FY+WCN
APC
 21-1121081.0   BU1 57-1888 0--- 21T1/21T2  BU------------------
----
             AMOUNT
     S44210  ---------
PAGE 02 RUERAIX2293 UNCLAS
    2.  YOU ARE AUTHORIZED TO ISSUE/RESCIND INVITATIONAL

TRAVEL ORDERS (ITO) IAW REF FOR THE FOLLOWING TRAINING:

    GEN       RCN       WCN       APC          AMOUNT      ACTION

    N1G       KBU1      1204Q     TAKW        1,486.00      ISSUE
    N1G       KBU1      1206Q     TATX        1,486.00      ISSUE
    N1G       KBU1      1210Q     TAII        1,486.00      ISSUE
    N1G       KBU1      1212Q     TATY        1,486.00      ISSUE
    N1G       KBU1      1300Q     TAUA        2,200.00      ISSUE
    N1G       KBU1      2200Q     TBSJ       11,527.00      ISSUE
    N1G       KBU1      2201Q     TATZ        1,486.00      ISSUE
PAGE 03 RUERAIX2293 UNCLAS
3.  ANY CHANGES TO ABOVE PROGRAM LINES MUST BE SUBMITTED TO SATFA.
4.  POC IS RUTH FIELDS, DSN 680/COMM (757)788-3822/2307.
```

The fund cite shell is in para 1 and the necessary data to complete the shell is in para 2.  The actual fund cite for WCN 1204Q for Bulgaria would look like this:

**TAKW 21-1121081.0 BU1 57-1888 0 N1G 21T1/21T2 BUB041204Q S44210 $1486.00**

NETSAFA sends a message similar to SATFA each time they authorize you to publish an ITO.  However, NETSAFA sends the entire fund cite and you do not have to fill in any blank spaces.  In addition, you only use one fund cite for all courses in a WCN sequence.  An actual ITO authorization message for Latvia in FY04 follows:

```
UNCLASSIFIED//

MSGID/GENADMIN/NETSAFA/-/AUG//
SUBJ/FY2004 IMET FUNDING LATVIA LG-040813//
POC/IMET COORDINATOR/N-824/-/-/TEL:DSN 922-2900EXT32929
/TEL:850-452-2900EXT32929//
RMKS/1.  FOLLOWING WCN HAS BEEN FUNDED AND AUTH GRANTED TO ISSUE
ITO.  PROGRAMMED LINE CONSIDERED ACCEPTED UNLESS NETSAFA IS
OTHERWISE NOTIFIED.
WCN                MASL        TOT AMT
2402A              P176028     $7,168
USE FOL ACCTG LINE AND STANDARD DOCUMENT NUMBER (SDN) ON
STUDENT'S ITO.
ACRN   APPN/SH      OBJ CL  BCN/SA  AAA     TT   PAA       COST CODE
AA  17-1141081.1241 000    51440/0 068566  2D   LG2402    688704LG4TLQ
SDN:  N6887004MDLG4TL
2.  ALSO PLS PROVIDE ACTUAL TICKET COST IN ITO BLOCK 12.G.5 OF
DD FORM 2285 DTD JUL 95 OR BLOCK 11.G OF COMPUTER GENERATED
FORM 2285 DTD MAR 97.  INDICATE IF TICKET IS ONE-WAY OR ROUND
TRIP.//
                        DETAILS
TO Addressees
  (OR1) HEFL1, USDAO RIGA LG
  (DN1) DOD, AUTODIN PLAS, U-Z, USDAO RIGA LG
CC/Info Addressees
  (OR1) XYLJ5, CPXPS10, ECJ4IDMC
  (DN1) DOD, EUCOM, ORGANIZATIONS, EUCOM J4-ID INTERNATIONAL DIV(MC)
  (OR2) GWDD2, CNETPEN2, NETSAFA(UC)
  (DN2) DOD, NAVY, ORGANIZATIONS(UC), NETSAFA PENSACOLA FL(UC)
```

**\*\*\*\*\*\*\*\*\*\*\*\* U.S. AIR FORCE ITO AUTHORIZATION \*\*\*\*\*\*\*\*\*\*\*\***

AFSAT has started sending emails to each SAO at the beginning of the fiscal year with a fund cite to be used by the country for all USAF sponsored training.  Subsequent to this email providing the fund cite for the year AFSAT will send an ITO authorization email for each WCN.  The two emails shown below are:
    a.  The fund cite issued to the Czech Republic for all FY04 IMET funded training, and:
    b.  A subsequent ITO authority for FY04 WCN 2003; CMSID.
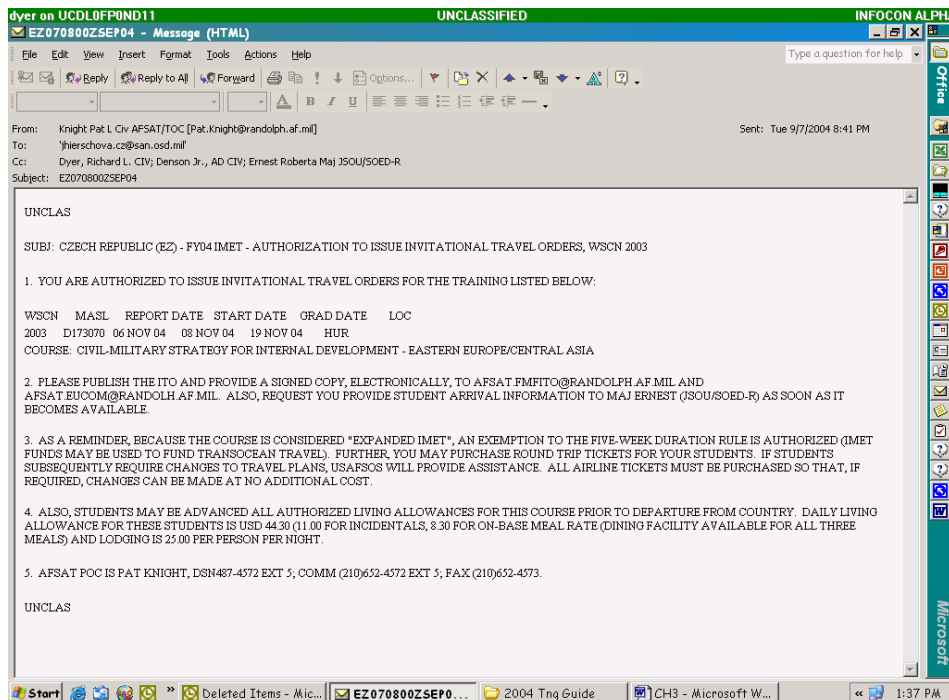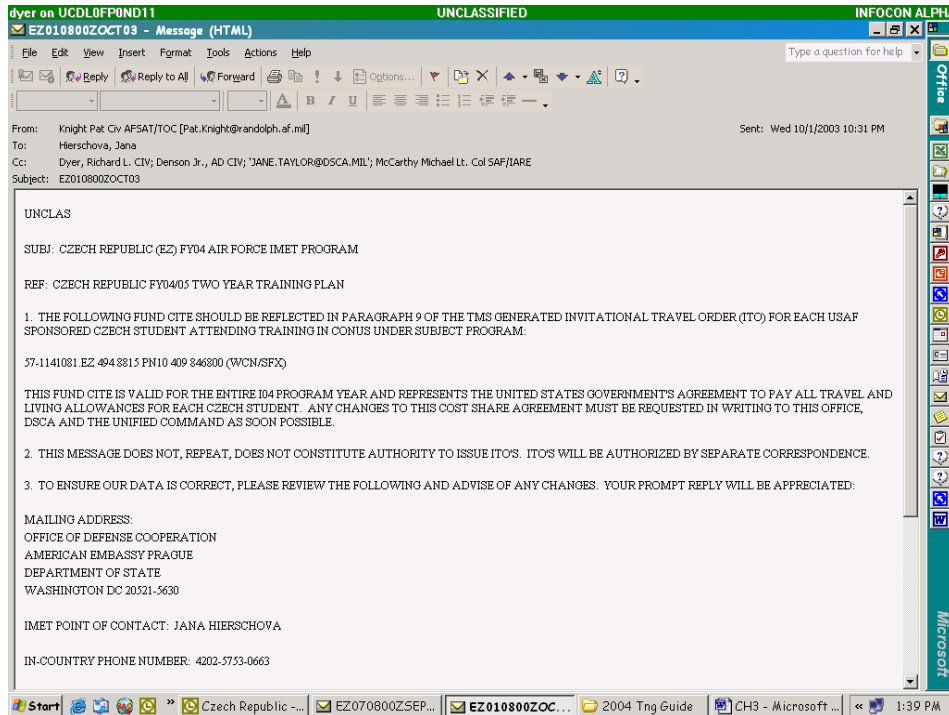
## 5. **COORDINATING CHANGES TO THE PROGRAM**

a. **Adding/changing/deleting training to/from the STL**.  First, check the MILDEP web site or training guide (Army Green Book, USAF Training Guide, or Navy Programming Guide) for course descriptions, training location, and other pertinent information.  If that doesn't help and you still have a question call us and we'll help.  Once you've "got your ducks in a row" send a message/e-mail/fax, or call SATFA, NETSAFA, AFSAT, SCETC (USMC), or Coast Guard and tell them what you want done.

(1). Program additions:  Tell the MILDEP what fiscal year IMET program or FMS case will fund the training, provide course title or MASL ID, when you want the student to report (1st thru 5th quarter - see below), if English training is required (number of weeks needed), whether student will be officer, enlisted, or civilian, and funding priority (A, or D) for IMET programs.  If training is under IMET and needs a policy waiver (see Chapter 6 for format), make sure you request the waiver too.  If there are any special considerations the MILDEP needs to know (e.g. the training is for the President's son), make sure you put that in your request.  This is the basic information the MILDEP needs.  They can, and will, do the rest of the programming for you and will advise you if they can provide the training.

(2). Program changes:  Same procedure; tell the MILDEP (message/E-Mail/fax/phone call) what fiscal year IMET program or FMS case is affected, the WCN you want to change and what data you want to change.

(3). Program deletion:  Same procedures as above, except you're deleting training from the STL.

(4). **FOR IMET ONLY**:  Any time you make a change to the STL, especially if it's an addition, make sure you have the money to support the change.  You may have to revise priority codes of other training if there's not enough funding remaining in your program.

b. **IMET Priority Codes.**  There are three priority codes associated with IMET; they are Priority Code A, Priority Code B (for use during End of Year funds reallocation process/period only) and Priority Code D.

(1). **Priority "A"** represents 100% of the IMET program at the budget request (Congressional Budget Justification or CBJ) level and is used for training scheduled to occur in the $1^{st}$, $2^{nd}$, $3^{rd}$ or $4^{th}$ quarters.

(2). **Priority "B"** is used **ONLY** to indicate the training the SAO wants funded by End of Year funds. SAOs may NOT use priority B at the beginning of a fiscal year.  The first time it can be used in a fiscal year is at the TPMR in May 2005  and for the remainder of the fiscal year, and **ONLY** for "End of Year" training.

(3). **Priority "D"** represents valid training requirements that exceed the CBJ (normally 15-20% above the CBJ) and is used for training in the late $4^{th}$ or entire $5^{th}$ quarter.  Normally, any Priority "D" training will not be funded, nor will a classroom quota be assigned, until **YOU** tell the MILDEP to change Priority D to Priority A.

(4).  Once initial IMET allocations are announced and if your program funding level is different than the CBJ, you should revise your program and use Priority "A" to reflect 100% of the approved IMET funding level. Priority "D" is still for valid training requirements that exceed the actual IMET allocation.

c. **The WCN.**  The Worksheet Control Number (WCN) is the key data element that identifies an International Military Student.  WCNs are standard for all IMET programs.  However, the standardized WCN system does not apply to FMS training.  The standardized system, in brief, follows on the next page:

| WCN SERIES | TRAINING CATEGORY | TRAINING EXAMPLE |
|---|---|---|
| 0001-0999 | CONUS Medical<br>OCONUS Medical -- if applicable<br>Orientation Tours (OT)<br>Mobile Training Teams (MTT) or<br>Language Training Detachments (LTD)<br>English Language equipment/materials | |
| 1000-1999 | Professional Military Education (PME) | War College, Command and Staff Colleges, etc |
| 2000-2999 | Management (MGT) | International Defense Management Course (IDMC) |
| 3000-3999 | Post Graduate School  (PGS) | Resource Management Master Degree Program<br>at the Defense Resource Management Institute |
| 4000-4999 | High Cost Flight (UPT/FLT) | Basic Undergraduate Pilot and Navigator Training |
| 5000-5999 | Other Flight Training (FLT) | Other flight training with a course cost less than  $30,000 |
| 6000-6999 | Technical Training   (TECH) | Most officer skill courses and all enlisted courses |
| 7000-8999 | NOT USED | |
| 9000-9999 | Training Conducted outside the U.S.<br>(OCONUS) | All training conducted by U.S. European Command<br>components: Army (USAREUR), Navy,<br>(USNAVEUR), and Air Force (USAFE) |

   d.  **Travel and Living Allowance (TLA)**.  The IMET program will pay transoceanic air fare (U.S. FLAG CARRIER), CONUS air fare, authorized excess baggage charges, and a per diem (living allowance) for international students.  This TLA will be computed for you by the MILDEPs in FY05 based upon cost factors you submitted in your FY05/06 Combined Education & Training Program Plan.  IMET TLA is intended to supplement normal pay and allowances the country provides its personnel.  **Effective 1 October 2003 The IMET living allowance was changed to match per diem rates paid to U.S. military personnel in a TDY/TAD status.**

   e.  **See the DSCA message at page 3-21 that establishes new living allowance rates effective 1 Oct 03.**

   f.  **IMET Baggage Allowances** (See page 3-27 for amplifying information)
      - Two pieces, not to exceed the airlines authorized free weight, for training less than 22 weeks duration.
      - Three pieces, not to exceed 70 pounds each for training of 22 to 39 weeks
      - Four pieces, not to exceed 70 pounds each, for training 40 weeks or longer.
      - Students with accompanying dependents who are attending PME or postgraduate courses shown above, or flight training are authorized one additional piece of baggage.

   g.  **IMET Fiscal Quarters:**  There are five quarters in each fiscal year IMET program.  Quarters one through four (1-4) are standard fiscal quarters.  The fifth (5th) quarter is nothing more than built-in IMET system flexibility that allows you to use previous year IMET funds to pay for CONUS training that starts in the first quarter of the current fiscal year.  In other words, you can use FY05 IMET funds to pay for training that starts between 1 Oct - 31 Dec 05.  There are two constraints:  money must be obligated by 30 September 2005 and students must report to CONUS training by 31 December 2005.

---

**BUDGET YEAR (FY06) AND PLAN YEAR (FY07) PROGRAMS**

---

1. **THE FY06/07 PLANNING PROCESS HAS ALREADY BEGUN!**  SATFA, NETSAFA, and AFSAT are already asking you to update FY06 and FY07 STL data so they can determine worldwide training requirements.

They will ask you to update your planning information continuously until shortly before the HQ USEUCOM hosted Training Program Management Review (TPMR) which will be conducted 1 – 6 May 2005.

2.  The "***Combined Education & Training Program Plan***" is the only major report you must submit in conjunction with your SA or CTFP education and training programs.  See chapter 6 for detailed information on how to prepare this report.  The *Combined Education & Training Program Plan* concentrates on capabilities, planning, and program development.  The *Combined Education & Training Program Plan* is a rolling document updated annually in preparation for the EUCOM TPMR.

    a.  You are required to submit a *Combined Education & Training Program Plan* that covers the Budget Year (2006) and Plan Year (2007) Education and Training Program for the host nation.  This plan is required to be submitted in conjunction with each Unified Command's annual Security Assistance Training Program Management Review (TPMR).

    b.  The *Combined Education & Training Program Plan* for EUCOM countries will be due 31 March 2005.

---

**CURRENT PROGRAM GUIDANCE AND EXAMPLES**

---

# STUDENT SCREENING AND VETTING GUIDANCE

DTG:  061820Z FEB 03
To: ALL DIPLOMATIC AND CONSULAR POSTS - PRIORITY
From: SECSTATE WASHDC (STATE 34981 - PRIORITY)

Subject. REVISED GUIDANCE REGARDING LEAHY AMENDMENTS AND U.S. FOREIGN ASSISTANCE

Ref (A) 99 STATE 103806, (B) 99 STATE 085337

1. THIS TASKER HAS BEEN CLEARED BY HR/RMA/CSEP FOR SEP POSTS. THIS IS AN ACTION CABLE – SEE PARAGRAPHS 8-13 FOR DETAILS.
SUMMARY.
2.  (A) THIS CABLE REPRESENTS A REVISION OF PREVIOUS GUIDANCE (REFS A AND B) CONCERNING IMPLEMENTATION OF STATE AND DEFENSE STATUTORY PROVISIONS RELATED TO PROVIDING U.S.FUNDS TO, AND TRAINING OF, UNITS OF FOREIGN SECURITY FORCES (THE "LEAHY AMENDMENTS").
(B) THIS ACTION CABLE DOES NOT GRANT A "CLEAN SLATE" TO UNITS IN CASES WHERE IT HAS PREVIOUSLY BEEN CONCLUDED THAT THERE IS CREDIBLE EVIDENCE THAT UNITS HAVE COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS, OR A CLEAN SLATE FOR PREVIOUS ACTIONS BY UNITS FOR WHICH A DETERMINATION HAS NOT YET BEEN MADE. ANY UNIT THAT THE DEPARTMENT HAS ALREADY IDENTIFIED AS INELIGIBLE, SHALL REMAIN INELIGIBLE FOR FOAA-FUNDED ASSISTANCE OR DOD FUNDED TRAINING UNTIL FURTHER DECISION. INFORMATION THAT COULD BE DEEMED CREDIBLE EVIDENCE OF A GROSS VIOLATION OF HUMAN RIGHTS BY A SECURITY FORCE UNIT, REGARDLESS OF THE PASSAGE OF TIME, WILL BE REPORTED BY POST AND WILL BE ADDRESSED IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED IN THIS ACTION CABLE.
(C) THE MOST RECENT VERSION OF THE "STATE LEAHY AMENDMENT," SECTION 556 OF THE FY 2002 FOREIGN OPERATIONS, EXPORT FINANCING, AND RELATED PROGRAMS APPROPRIATIONS ACT (FOAA), PROVIDES THAT NONE OF THE FUNDS MADE AVAILABLE BY THAT ACT MAY BE PROVIDED TO ANY UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES IF THE SECRETARY OF STATE HAS CREDIBLE EVIDENCE THAT SUCH UNIT HAS COMMITTED GROSS HUMAN RIGHTS VIOLATIONS, UNLESS CERTAIN CONDITIONS HAVE BEEN MET. THE MOST RECENT VERSION OF THE "DOD LEAHY AMENDMENT," SECTION 8080 OF THE FY 2003 DOD APPROPRIATIONS ACT, CONTAINS A SIMILAR PROVISION REGARDING DOD-FUNDED TRAINING PROGRAMS.
(D) PARAGRAPHS 8-13 PROVIDE REVISED GUIDANCE ON IMPLEMENTING THESE TWO PROVISIONS. IN IMPLEMENTING THE LAN, THIS ACTION CABLE REQUIRES POSTS TO REPORT TO THE DEPARTMENT OF STATE ANY INFORMATION THAT COULD REASONABLY BE DEEMED TO BE CREDIBLE INFORMATION OF A GROSS VIOLATION OF HUMAN RIGHTS BY HOST NATION SECURITY FORCES RECEIVING OR SLATED TO RECEIVE FOAA-FUNDED ASSISTANCE OR INVOLVED IN DOD-FUNDED TRAINING. REPORTS OF INCIDENTS WILL NOT RESULT IN AUTOMATIC TERMINATION OF FOAA-FUNDED ASSISTANCE OR DODFUNDED TRAINING, BUT WILL TRIGGER A DEPARTMENTAL REVIEW THAT COULD RESULT IN A RECOMMENDATION TO TERMINATE FOAAFUNDED ASSISTANCE OR DOD-FUNDED TRAINING. IF THE DEPARTMENT DETERMINES THAT THESE REPORTS CONSTITUTE CREDIBLE EVIDENCE OF GROSS VIOLATIONS OF HUMAN RIGHTS BY A UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES AND THAT CERTAIN CONDITIONS HAVE NOT BEEN MET, DEPARTMENT WILL GENERALLY ADVISE POST TO DELIVER A DEMARCHN TO THE HOST GOVERNMENT NOTIFYING IT OF THE INCIDENT(S), IDENTIFYING THE UNIT(S) INVOLVED, AND ADVISING THE HOST GOVERNMENT OF RESTRICTIONS ON DOD-FUNDED TRAINING OR FOAA-FUNDED ASSISTANCE FOR THOSE UNITS BACKGROUND.

3. THE FIRST FORM OF THE STATE LEAHY AMENDMENT APPEARED IN THE FY 1997 FOAA. AT THAT TIME IT APPLIED ONLY TO INTERNATIONAL NARCOTICS CONTROL (INC) FUNDING. BEGINNING IN FY 1998 A SIMILAR PROVISION WAS ENACTED WHICH AFFECTED ALL FUNDS APPROPRIATED UNDER THE FOAA - NOT JUST COUNTERNARCOTICS FUNDS - AND SINCE THAT TIME VERSIONS OF THE PROVISION HAVE BEEN INCLUDED ANNUALLY.

4. STATE LEAHY PROVISION: THE CURRENT VERSION OF THE STATE LEAHY AMENDMENT, SECTION 556 OF THE FY 2002 FOAA, READS AS FOLLOWS:   BEGIN TEXT: NONE OF THE FUNDS MADE AVAILABLE BY THIS ACT MAY BE PROVIDED TO ANY UNIT OF THE SECURITY FORCES OF A FOREIGN COUNTRY IF THE SECRETARY OF STATE HAS CREDIBLE EVIDENCE THAT SUCH UNIT HAS COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS, UNLESS THE SECRETARY DETERMINES AND REPORTS TO THE COMMITTEES ON APPROPRIATIONS THAT THE GOVERNMENT OF SUCH COUNTRY IS TAKING EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBERS OF THE SECURITY FORCES UNIT TO JUSTICE: PROVIDED, THAT NOTHING IN THIS SECTION SHALL BE CONSTRUED TO WITHHOLD FUNDS MADE AVAILABLE BY THIS ACT. FROM ANY UNIT OF THE SECURITY FORCES OF A FOREIGN COUNTRY NOT CREDIBLY ALLEGED TO BE INVOLVED IN GROSS VIOLATIONS OF HUMAN RIGHTS: PROVIDED FURTHER, THAT IN THE EVENT THAT FUNDS ARE WITHHELD FROM ANY UNIT PURSUANT TO THIS SECTION, THE SECRETARY OF STATE SHALL PROMPTLY INFORM THE FOREIGN GOVERNMENT OF THE BASIS FOR SUCH ACTION AND SHALL, TO THE MAXIMUM EXTENT PRACTICABLE, ASSIST THE FOREIGN GOVERNMENT IN TAKING EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBERS OF THE SECURITY FORCES TO JUSTICE. END TEXT.

5. THE FIRST FORM OF THE DOD LEAHY PROVISION APPEARED IN SECTION 8130 OF THE FY 1999 DEFENSE APPROPRIATIONS ACT WHICH PROHIBITED DOD-FUNDED TRAINING PROGRAMS INVOLVING A UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES "IF THE SECRETARY OF DEFENSE HAS RECEIVED CREDIBLE INFORMATION FROM THE DEPARTMENT OF STATE THAT A MEMBER OF SUCH UNIT HAS COMMITTED A GROSS VIOLATION OF HUMAN RIGHTS..." UNLESS CERTAIN CONDITIONS HAVE BEEN MET.  BEGINNING IN THE FY 2000 DOD APPROPRIATIONS ACT, HOWEVER, THE CLAUSE "A MEMBER OF SUCH UNIT" WAS DELETED. SINCE FY 2000, THE DOD LEAHY PROVISION, LIKE THE STATE LEAHY PROVISION, HAS REFERRED TO CREDIBLE INFORMATION ABOUT SECURITY FORCE UNITS, RATHER THAN MEMBERS OF SUCH UNITS.

6. DOD LEAHY PROVISION: THE CURRENT VERSION OF THE DOD LEAHY AMENDMENT, SECTION 8080 OF THE FY 2003 DOD APPROPRIATIONS ACT, READS AS FOLLOWS:
BEGIN TEXT:
(A) PROHIBITION - NONE OF THE FUNDS MADE AVAILABLE BY THIS ACT MAY BE USED TO SUPPORT ANY TRAINING PROGRAM INVOLVING A UNIT OF THE SECURITY FORCES OF A FOREIGN COUNTRY IF THE SECRETARY OF DEFENSE HAS RECEIVED CREDIBLE INFORMATION FROM THE DEPARTMENT OF STATE THAT THE UNIT HAS COMMITTED A GROSS VIOLATION OF HUMAN RIGHTS, UNLESS ALL NECESSARY CORRECTIVE STEPS HAVE BEEN TAKEN.
(B) MONITORING - THE SECRETARY OF DEFENSE, IN CONSULTATION WITH THE SECRETARY OF STATE, SHALL ENSURE THAT PRIOR TO A DECISION TO CONDUCT ANY TRAINING PROGRAM REFERRED TO IN SUBSECTION (A), FULL CONSIDERATION IS GIVEN TO ALL CREDIBLE INFORMATION AVAILABLE TO THE DEPARTMENT OF STATE RELATING TO HUMAN RIGHTS VIOLATIONS BY FOREIGN SECURITY FORCES.
(C) WAIVER - THE SECRETARY OF DEFENSE, AFTER CONSULTATION WITH THE SECRETARY OF STATE, MAY NAIVE THE PROHIBITION IN SUBSECTION (A) IF HE DETERMINES THAT SUCH WAIVER IS REQUIRED BY EXTRAORDINARY CIRCUMSTANCES.
(D) REPORT - NOT MORE THAN 15 DAYS AFTER THE EXERCISE OF ANY WAIVER UNDER SUBSECTION (C), THE SECRETARY OF DEFENSE SHALL SUBMIT A REPORT TO THE CONGRESSIONAL DEFENSE COMMITTEES DESCRIBING THE EXTRAORDINARY CIRCUMSTANCES, THE PURPOSE AND DURATION OF THE TRAINING PROGRAM, THE UNITED STATES FORCES AND THE FOREIGN SECURITY FORCES INVOLVED IN THE TRAINING PROGRAM, AND THE INFORMATION RELATING TO HUMAN RIGHTS VIOLATIONS THAT NECESSITATES THE WAIVER. END TEXT.

7. THE STATE DEPARTMENT LEAHY PROVISION APPLIES TO ALL ASSISTANCE PROGRAMS FUNDED BY THE ANNUAL FOAA. PROGRAMS FUNDED BY FOREIGN MILITARY FINANCING (FMF) GRANTS AND LOANS, INTERNATIONAL NARCOTICS CONTROL AND LAN ENFORCEMENT (INCLE) FUNDS, INTERNATIONAL MILITARY EDUCATION AND TRAINING (IMET) FUNDS AND PEACEKEEPING OPERATIONS (PKO) FUNDS AND CERTAIN NONPROLIFERATION, ANTI-TERRORISM, DEMINING AND RELATED PROGRAMS (NADR) FUNDS - E.G., ANTITERRORISM ASSISTANCE ARE OFTEN ORIENTED TO SECURITY FORCES. OTHER ASSISTANCE PROGRAMS FUNDED, B.G., BY ECONOMIC SUPPORT FUNDS (ESP), FREEDOM SUPPORT ACT (FSA) FUNDS, ASSISTANCE FOR EASTERN EUROPE AND THE BALTIC STATES (ABBE AKA SEED) FUNDS, AND DEVELOPMENT ASSISTANCE (DA) FUNDS AND CERTAIN PROGRAMS FUNDED BY THE NADR ACCOUNT (E.G., DEMINING ASSISTANCE) TYPICALLY DO NOT INVOLVE SECURITY FORCES, ALTHOUGH CERTAIN COUNTRIES' SECURITY FORCES MAY RECEIVE THESE TYPES OF ASSISTANCE. ASSISTANCE PROGRAMS TAKE A WIDE ARRAY OF FORMS, INCLUDING: PROVISION OF COMMODITIES, EQUIPMENT, OR OTHER GOODS; TRAINING AND EDUCATION PROGRAMS FOR GROUPS AND INDIVIDUALS; SUPPORT SERVICES, SUCH AS TRANSPORTATION, LOGISTICS, MAINTENANCE OF EQUIPMENT, AND CONFERENCE ATTENDANCE OR SUPPORT; GRANTS OR LOANS TO PROCURE GOODS AND SERVICES IN SUPPORT OF SECURITY FORCES; AND CASH TRANSFERS OF FUNDS. THE STATE LEAHY AMENDMENT APPLIES TO THESE AND ALL OTHER FORMS OF ASSISTANCE USING FOAA-APPROPRIATED FUNDS IN ALL COUNTRIES TO WHICH THE U.S. PROVIDES SUCH ASSISTANCE. (NOTE: THE EXPORT-IMPORT BANK (EX-IM) HAS ADVISED THE DEPARTMENT THAT IT TAKES THE POSITION THAT IN THE CASE OF PURCHASES BY SECURITY FORCES, THE LEAHY AMENDMENT APPLIES TO ITS LOAN AND GUARANTEE PROGRAMS. ACCORDINGLY, HOST COUNTRY PROGRAMS THAT WILL BENEFIT FROM OR RECEIVE EX-IM SUPPORT SHOULD BE EVALUATED IN THE SAME MANNER AS THE FOAA-FUNDED PROGRAMS DESCRIBED IN THIS CABLE IF THEY INVOLVE PROVISION OF SUPPORT TO SECURITY FORCES.)

8. THE DOD LEAHY PROVISION APPLIES TO USE OF FUNDS MADE AVAILABLE UNDER THE ANNUAL DOD APPROPRIATIONS ACTS. EXAMPLES OF TRAINING PROGRAMS FUNDED WITH DOD FUNDS ARE LISTED IN PARA 19.

9. PRIOR-YEAR ASSISTANCE: POSTS SHOULD FOLLOW PROCEDURES DETAILED HEREIN WITH REGARD TO USE OF ANY PREVIOUS YEARS' FOAA FUNDS OR ANY TRAINING USING PRIOR YEARS' DOD FUNDS THAT MAY BE PROVIDED TO HOST NATION SECURITY FORCES.

10. THE RESTRICTIONS OF THE FOAA AND THE DEFENSE APPROPRIATIONS ACT VERSIONS OF THE LEAHY AMENDMENT ARE SIMILAR. AFTER CAREFUL REVIEW WITHIN THE DEPARTMENT OF STATE AND DEPARTMENT OF DEFENSE, THIS CABLE: (A) SETS FORTH A PROCESS FOR IMPLEMENTING BOTH THE STATE AND DOD LEAHY AMENDMENTS; AND (B) ESTABLISHES A STRONGER RELATIONSHIP BETWEEN U.S. ASSISTANCE AND OBSERVANCE BY RECIPIENT NATION SECURITY FORCES OF INTERNATIONALLY ACCEPTED HUMAN RIGHTS STANDARDS.

11. AS POSTS REVIEW AND IMPLEMENT GUIDANCE DETAILED BELOW, THEY SHOULD KEEP IN MIND TWO OVERRIDING POLICY CONCERNS:
(A) U.S. ASSISTANCE PROVIDED UNDER THE FOAA - WHETHER IN THE FORM OF FUNDS, OTHER ASSISTANCE, OR TRAINING - SHOULD NOT BE PROVIDED TO UNITS OF FOREIGN SECURITY FORCES THAT HAVE ENGAGED IN GROSS VIOLATIONS OF HUMAN RIGHTS, AND DOD FUNDING SHOULD NOT BE PROVIDED FOR TRAINING INVOLVING SUCH UNITS; AND
(B) THE UNITED STATES SHOULD SEEK WAYS TO LEVERAGE ITS ASSISTANCE AND TRAINING TO ENCOURAGE HOST NATION GOVERNMENTS TO PREVENT SUCH VIOLATIONS AND TO HOLD PERSONS CREDIBLY BELIEVED TO BE RESPONSIBLE FOR SUCH VIOLATIONS ACCOUNTABLE FOR THEIR ACTIONS, INCLUDING BY BRINGING SUCH PERSONS TO JUSTICE.  POSTS SHOULD ALSO NOTE THAT DOD DOES EXECUTE OR IS INVOLVED IN MANY OF THE FOAA SPONSORED PROGRAMS TO WHICH THE STATE LEAHY PROVISION APPLIES (N.G., CERTAIN PROGRAMS FUNDED WITH FMF, IMET, INC, PKO, OR NADR FUNDS). COUNTRY TEAM WILL NEED TO COORDINATE ACCORDINGLY TO ENSURE THAT THE CORRECT STATUTORY PROVISION (EITHER SECTION SS6 OR SECTION 8080) IS APPLIED IN ANY RELEVANT INSTANCES IN WHICH THE DEPARTMENT HAS CREDIBLE INFORMATION OF GROSS VIOLATIONS OF HUMAN RIGHTS BY ANY UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES. THE LEAHY AMENDMENTS DO NOT/NOT APPLY EITHER TO FMS SALES, OR TO ISSUANCE OF LICENSES FOR COMMERCIAL MUNITIONS EXPORTS, WHEN THESE ARE NOT FUNDED BY U.S. SECURITY ASSISTANCE.

ACTION.   INCIDENT-RELATED REPORTING REQUIREMENTS.

12. POSTS IN COUNTRIES THAT RECEIVE FOAA-PUNDED ASSISTANCE OR IN COUNTRIES WHERE UNITS OF FOREIGN SECURITY FORCES ARE INVOLVED IN DOD TRAINING ARE REQUIRED TO HAVE PROCEDURES IN PLACE TO IMPLEMENT THE LEAHY AMENDMENTS. DEPARTMENT PROVIDED GUIDANCE FOR IMPLEMENTING THE LEAHY AMENDMENTS IN 1998 AND 1999. THE INSTRUCTIONS CONTAINED IN THIS CABLE REPLACE THIS PREVIOUS GUIDANCE. POSTS SHOULD REVIEW THEIR PROCEDURES AND ENSURE THEY ARE CONSISTENT WITH CURRENT REQUIREMENTS, AS SET FORTH BELOW.

13. ANY TIME THROUGHOUT THE YEAR THAT A POST BECOMES AWARE OF ANY INFORMATION REGARDING INCIDENTS WHICH REASONABLY COULD BE DEEMED TO BE CREDIBLE INFORMATION OF A GROSS VIOLATION OF HUMAN RIGHTS BY ANY UNIT OF THE HOST NATION'S SECURITY FORCES RECEIVING OR PROPOSED TO RECEIVE FOAA-FUNDED ASSISTANCE OR INVOLVED IN DOD-FUNDED TRAINING, AND REGARDLESS OF THE SOURCE OF SUCH INFORMATION (N.G., STATE, DOD, DAOS/SAGS, OTHER POSTS, LAGOS, MEDIA REPORTS, ETC.), POST SHOULD SO INFORM THE DEPARTMENT BY CABLE.  POST SHOULD DRAW ON THE EXPERTISE OF DADS/SAGS IN REPORTING SUCH INFORMATION. POST SHOULD, TO THE EXTENT PRACTICABLE, IDENTIFY THE UNIT THAT HAS ALLEGEDLY COMMITTED THE VIOLATION OF HUMAN RIGHTS AND INCLUDE POST'S VIEW AS TO WHETHER THE VIOLATION OF HUMAN RIGHTS RISES TO THE LEVEL OF BEING A GROSS VIOLATION AND WHETHER IT BELIEVES THE INFORMATION IS CREDIBLE. CABLES SHOULD BE SLUGGED ACTION FOR TUB APPROPRIATE REGIONAL BUREAU, WITH PM, DRL, H, INR, L, INL, AND OTHER STATE AND DEFENSE DEPARTMENT BUREAUS AND OTHER U.S. AGENCIES, AS APPROPRIATE, SLUGGED FOR INFO. REPORTS OF INCIDENTS WHICH COULD BE DEEMED GROSS VIOLATIONS WILL NOT RESULT IN AUTOMATIC TERMINATION OF FOAA-FUNDED ASSISTANCE OR DODFUNDED TRAINING, BUT WILL TRIGGER A REVIEW BY REGIONAL. BUREAUS, PM, DRL AND OTHERS, AS APPROPRIATE, WHICH COULD RESULT IN A RECOMMENDATION TO TERMINATE FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING.

14. REGIONAL BUREAUS ARE RESPONSIBLE FOR COORDINATING THE DEPARTMENT'S RESPONSE TO REPORTS OF INCIDENTS UNDER PARAGRAPH 13. IN CASES WHERE THE DEPARTMENT, AFTER CONSIDERING THE POSITIONS OF THE REGIONAL BUREAUS, DRL, PM AND OTHER RELEVANT BUREAUS, DETERMINES THERE IS A NEED FOR FURTHER REVIEW, THE REGIONAL BUREAU WILL SO ADVISE POST AND WILL MOVE TO RESOLVE QUESTIONS OR CONCERNS ON A CASE BY-CASE BASIS AND, AS APPROPRIATE, WITH DOD OR OTHER RELEVANT AGENCIES.

15. IF ANY CONCERNED BUREAU BELIEVES THERE IS IN FACT CREDIBLE EVIDENCE THAT A SPECIFIC UNIT OR UNITS RECEIVING FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING HAS COMMITTED A GROSS VIOLATION OR GROSS VIOLATIONS OF HUMAN RIGHTS, A MEMORANDUM SHALL BE PREPARED FOR DECISION BY THE SECRETARY. IN ANY CASE WHERE THE SECRETARY DETERMINES THAT THERE IS CREDIBLE EVIDENCE OF SUCH VIOLATION OR VIOLATIONS OF HUMAN RIGHTS BY ANY UNIT OR UNITS OF A FOREIGN COUNTRY'S SECURITY FORCES RECEIVING FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING, THE REGIONAL BUREAU WILL GENERALLY ADVISE''POST TO DELIVER A DEMARCHE TO THE HOST GOVERNMENT NOTIFYING IT OF THE INCIDENT(S), IDENTIFYING THE UNIT(S) INVOLVED, AND (WHERE APPLICABLE) ADVISING THE HOST GOVERNMENT OF ANY RESTRICTIONS ON DODFUNDED TRAINING OR FOAA-FUNDED ASSISTANCE THAT WILL APPLY WITH RESPECT TO SUCH UNIT(S). IN SUCH CASES, DEPARTMENT MAY TAKE SUCH ACTIONS AS:  REQUIRING ADDITIONAL CONDITIONS IN FUTURE AGREEMENTS UNDER WHICH ASSISTANCE IS PROVIDED (INCLUDING, B.G., REVISING LOAS TO INCLUDE LANGUAGE REQUIRING RECIPIENT GOVERNMENTS NOT TO TRANSFER FMF-ORIGIN DEFENSE ITEMS TO OFFENDING UNITS); NOTIFYING CONGRESS OF THE COUNTRY'S FAILURE TO TAKE CORRECTIVE ACTION; OR EVEN TERMINATING SECURITY ASSISTANCE TO THE COUNTRY. PLEASE NOTE THAT NOTHING IN THESE PROCEDURES OR THIS ACTION CABLE SUPERCEDES THE PROCESS FOR CASE-BY-CASE APPROVAL AND VETTING AS PERFORMED BY REGIONAL BUREAUS, DRL, PM AND OTHER RELEVANT BUREAUS WITH INR'S SUPPORT WHEN DOD IS VETTING UNITS OR INDIVIDUALS FOR TRAINING.

16. DEPENDING ON CIRCUMSTANCES, DEPARTMENT MAY DIRECT POSTS TO DEMARCHE HOST GOVERNMENTS EVEN IN CASES WHERE EVIDENCE IS NOT DEEMED SUFFICIENT TO SUPPORT A TERMINATION OF FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING BUT WHERE THE CAUSE OF HUMAN RIGHTS COULD BE ADVANCED. FOR EXAMPLE, POST MIGHT BE ADVISED TO REMIND THE COUNTRY IN QUESTION OF THE REQUIREMENTS OF THE RELEVANT LEAHY AMENDMENT AND THE FACT THAT LEAHY VIOLATIONS MAY RESULT IN THE TERMINATION OF FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING.

APPORTIONMENT AND FUNDING REQUEST REQUIREMENTS.

17. BUREAUS SHALL INCLUDE IN ALL REQUESTS FOR PROGRAM FUNDS (B.G., VIA ALLOCATION MEMORANDA OR APPORTIONMENT REQUESTS) WITH RESPECT TO ESF, FMF, PKO, IMBT, NADR AND ALL OTHER FOA FAUNDED ASSISTANCE TO BE PROVIDED TO SECURITY FORCES OF A FOREIGN COUNTRY, A STATEMENT INDICATING THAT THE APPROPRIATE REGIONAL BUREAU IS NOT AWARE OF CREDIBLE EVIDENCE OF GROSS VIOLATIONS OF HUMAN RIGHTS BY ANY SECURITY FORCE UNITS RECEIVING ASSISTANCE IN THE PARTICULAR COUNTRY OR COUNTRIES TO WHICH THE ASSISTANCE WOULD BE PROVIDED. FOR COUNTRIES WHERE THE DEPARTMENT HAS DETERMINED THAT CREDIBLE EVIDENCE EXISTS THAT SUCH UNIT RECEIVING OR PROJECTED TO RECEIVE ASSISTANCE HAS COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS, REGIONAL BUREAU SHALL INCLUDE IN ITS REQUEST WHAT EFFECTIVE MEASURES THAT COUNTRY IS TAKING TO BRING RESPONSIBLE MEMBERS OF THE SECURITY FORCES UNIT TO JUSTICE IN ACCORDANCE WITH THE LEAHY AMENDMENT (IN CASES INVOLVING DOD TRAINING, WHETHER AND WHAT CORRECTIVE STEPS HAVE BEEN TAKEN) AND OTHER RELEVANT INFORMATION (B.G., ASSURANCES THE COUNTRY MAY HAVE PROVIDED THAT U.S. ASSISTANCE WILL NOT BE PROVIDED TO THAT UNIT).

18. THE DEPARTMENT IS CURRENTLY EXPLORING THE POSSIBILITY OF ESTABLISHING A "NAMS'CHECK" UNIT IN INR THAT WOULD RUN QUERIES AGAINST INR'S ELECTRONIC DATABASES TO IDENTIFY REPORTS ON SPECIFIC INDIVIDUALS OR ENTITIES. IF THE UNIT IS ESTABLISHED, INR WOULD PROVIDE RELEVANT MATERIALS TO THE

BUREAUS RESPONSIBLE FOR MAKING A DETERMINATION OF ELIGIBILITY. IF THE UNIT IS NOT ESTABLISHED, INR WILL HELP AS IT CAN BUT WILL NOT BE ABLE TO CHECK MORE THAN A FEW NAMES AT A TIME.

DISCUSSION AND DEFINITIONS.

19. AS A MATTER OF LONGSTANDING POLICY, THE U.S. GOVERNMENT REQUIRES THAT CANDIDATES FOR ALL U.S.-SPONSORED TRAINING BE EVALUATED BY POSTS FOR A NUMBER OF DISQUALIFYING FACTORS. TRAINING REQUESTS WILL CONTINUE TO BE VETTED ON A CASE-BY-CASE BASIS. IF TRAINING IS SCHEDULED FOR UNITS, (E.G., MOBILE TRAINING TEAMS (MTTS) AND MOBILE EDUCATION TEAMS (NETS)), POST IS NOT REQUIRED TO SCREEN EACH MEMBER OF THE UNIT(S) SCHEDULED FOR TRAINING. INSTEAD, POST SHOULD REVIEW THE HUMAN RIGHTS RECORD OF THE UNIT AS A WHOLE. IN CASES WHERE TRAINING IS SCHEDULED FOR AN INDIVIDUAL, IT CAN PROCEED IF THERE IS NO CREDIBLE EVIDENCE THAT THE INDIVIDUAL HAS COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS. (OF COURSE, POST RETAINS THE AUTHORITY TO DENY APPROVAL FOR TRAINING TO A CANDIDATE WHO DOES NOT PASS OTHER FACTORS OF THE SCREENING PROCESS, SUCH AS DRUG TRAFFICKING, CORRUPTION, HEALTH, CRIMINAL ACTIVITY, AND ACTIVITIES THAT ARE INCONSISTENT WITH U.S. FOREIGN POLICY GOALS.)

20. ACTIVITIES COVERED UNDER THE DOD LEAHY PROVISIONS INCLUDE ALL DOD-FUNDED TRAINING PROGRAMS SUCH AS JOINT COMBINED EXCHANGES FOR TRAINING (JCETS), COUNTERNARCOTICS TRAINING, COMBATANT COMMANDERS INITIATIVE FUND, AND THE DOD REGIONAL COUNTERTERRORISM FELLOWSHIP TRAINING PROGRAM.

21. UNIT OF THE SECURITY FORCES: THE PHRASE "LENT OF THE SECURITY FORCES" IS NOT DEFINED IN THE LEGISLATION, BUT SHOULD BE APPLIED FOR THE PURPOSES OUTLINED IN THIS CABLE TO INCLUDE ORGANIZATIONAL UNITS OF MILITARY, POLICE, OR ANY OTHER SECURITY FORCES. THE LEAHY AMENDMENTS DO NOT APPLY TO THE WHOLE OF A FOREIGN GOVERNMENT'S MILITARY, POLICE, OR OTHER SECURITY FORCES, BUT RATHER TO THE SPECIFIC COMPONENT UNITS RECEIVING TRAINING OR ASSISTANCE. THE QUESTION OF WHAT LEVEL OR ENTITY CONSTITUTES A "UNIT" FOR THE PURPOSES OF THE LEAHY AMENDMENTS WILL BE DETERMINED ON A CASE-BY-CASE BASIS. THE SENATE REPORT ACCOMPANYING THE FY 2002 FOAA PROVIDES THAT THE TERM "UNIT" IS TO BE "CONSTRUED AS THE SMALLEST OPERATIONAL GROUP IN THE FIELD THAT HAS BEEN IMPLICATED IN THE REPORTED VIOLATION." AS A GENERAL RULE OF THUMB, POST SHOULD CONSIDER THE LOWEST ORGANIZATIONAL ELEMENT OF A SECURITY FORCE CAPABLE OF EXERCISING COMMAND AND DISCIPLINE OVER ITS MEMBERS. IN DETERMINING THE ENTITY TO BE VETTED WITH RESPECT TO MILITARY, POLICE, OR PARAMILITARY FORCES, POST SHOULD TAKE INTO ACCOUNT THE PURPOSE OF THE FORCE, ITS UNIQUE COMMAND STRUCTURE AS WELL AS THE SPECIFIC ALLEGATIONS AT ISSUE. INABILITY TO IDENTIFY A PARTICULAR INDIVIDUAL AS A PERPETRATOR WOULD NOT PRECLUDE A CONCLUSION THAT THE UNIT HAS COMMITTED A GROSS VIOLATIONS OF HUMAN RIGHTS IF FACTS OTHERWISE JUSTIFY SUCH A CONCLUSION. POSTS SHOULD KEEP TRACK OF ALLEGATIONS OF GROSS VIOLATIONS OF HUMAN RIGHTS INVOLVING ANY UNIT OF THE SECURITY FORCES, REGARDLESS OF WHETHER THAT UNIT IS CURRENTLY RECEIVING TRAINING OR ASSISTANCE.

22. GROSS VIOLATIONS OF HUMAN RIGHTS: ALTHOUGH THE TERM "GROSS VIOLATIONS OF HUMAN RIGHTS" IS NOT DEFINED IN THESE PROVISIONS, A SIMILAR TERM IS DEFINED IN SECTION 502B(D) OF THE FOREIGN ASSISTANCE ACT (FAA), AND POSTS SHOULD USE THAT DEFINITION AS A GUIDE: "THE TERM 'GROSS VIOLATIONS OF INTERNATIONALLY RECOGNIZED HUMAN RIGHTS' INCLUDES TORTURE OR CRUEL, INHUMAN, OR DEGRADING TREATMENT OR PUNISHMENT, PROLONGED DETENTION WITHOUT CHARGES AND TRIAL, CAUSING THE DISAPPEARANCE OF PERSONS BY THE ABDUCTION AND CLANDESTINE DETENTION OF THOSE PERSONS, AND OTHER FLAGRANT DENIAL OF THE RIGHT TO LIFE, LIBERTY, OR THE SECURITY OF PERSON."

23. EXISTING REPORTING PROCEDURES FOR THE ANNUAL DRL HUMAN RIGHTS REPORT TO CONGRESS ARE UNCHANGED BY THIS ACTION CABLE: THE DEPARTMENT'S ESTABLISHED HUMAN RIGHTS REPORTING PROCEDURES REQUIRE POSTS TO REPORT ANNUALLY ON INSTANCES OF GROSS VIOLATIONS OF HUMAN RIGHTS KNOWN OR RELIABLY PRESUMED TO HAVE BEEN PERPETRATED BY OFFICIALS OR AGENCIES OF FOREIGN GOVERNMENTS. DEPARTMENT GUIDANCE FOR THIS ANNUAL REPORT DOES NOT ASK POSTS TO REPORT ALL HUMAN RIGHTS VIOLATIONS BY OFFICIALS OR AGENCIES OF FOREIGN GOVERNMENTS BUT RATHER A SAMPLING. HOWEVER, FOR THE PURPOSES OF LEAHY, POSTS ARE REQUIRED TO REPORT ANY INFORMATION REGARDING INCIDENTS WHICH REASONABLY COULD BE DEEMED TO BE CREDIBLE EVIDENCE OF GROSS VIOLATIONS BY ANY UNIT OF THE HOST NATION'S SECURITY FORCES RECEIVING FOAAFUNDED ASSISTANCE OR INVOLVED IN DOD-FUNDED TRAINING, REGARDLESS OF THE SOURCE OF SUCH INFORMATION (E.G., STATE, DOD, DAOS/SAOS, OTHER POSTS, NGOS, MEDIA REPORTS, STC.). THE REQUIREMENT TO IMPLEMENT THE LEAHY AMENDMENTS MAKES IT PARTICULARLY IMPORTANT THAT POSTS BE ALERT AND REPORT PROMPTLY TO DEPARTMENT WHENEVER ANY RELEVANT INFORMATION BECOMES KNOWN TO POST.

24. CREDIBLE EVIDENCE: WHILE THE DEPARTMENT RETAINS AUTHORITY FOR ALL FINAL DECISIONS REGARDING SPECIFIC CASES - INCLUDING THE "CREDIBILITY" OF EVIDENCE OF GROSS VIOLATIONS - IT MUST RELY, AT LEAST IN THE FIRST INSTANCE, ON POST'S JUDGMENT IN REVIZWING AND ASSESSING AVAILABLE INFORMATION FOR ITS RELIABILITY AND THE CREDIBILITY OF ITS SOURCE. POST NEED NOT SUBMIT REPORTS THAT IT CONFIDENTLY BELIEVES TO BE UNFOUNDED. IF IN DOUBT ABOUT THE CREDIBILITY OF INFORMATION, POST SHOULD SUBMIT TO THE DEPARTMENT AND SO NOTE.

25. WITH REGARD TO THE MEANING OF "EVIDENCE," REPORT LANGUAGE ACCOMPANYING THE FY 1999 FOAA PROVIDES: "THE CONFEREES DO NOT INTEND THAT THE EVIDENCE MUST BE ADMISSIBLE IN A COURT OF LAW." HOWEVER, NEITHER THE LEGISLATION NOR ACCOMPANYING REPORT LANGUAGE DEFINES "CREDIBLE." POST SHOULD APPLY A RULE OF REASON IN INTERPRETING "CREDIBLE" IN VIEW OF THE OVERALL PURPOSE OF THE PROVISIONS, BEARING IN MIND THAT WHAT THE DEPARTMENT IS SEEKING IS INFORMATION DESERVING OF CONFIDENCE AS A BASIS FOR DECISION-MAKING. INFORMATION THAT CAN BE CORROBORATED THROUGH INDEPENDENT SOURCES STRENGTHENS THE CREDIBILITY OF SUCH REPORTS. NGOS CAN BE A VALUABLE SOURCE OF

INFORMATION. WEIGHT TO BE ACCORDED PARTICULAR REPORTS REQUIRES CAREFUL JUDGMENT AND MAY TURN ON PARTICULAR CIRCUMSTANCES - B.G., THE RECORD OF THE GOVERNMENTAL OR NONGOVERNMENTAL GROUP FOR ACCURATE ANT) IMPARTIAL REPORTING AND THE DEGREE OF DETAIL PROVIDED.  ALL EVIDENCE - BOTH SUPPORTING AND REFUTING - SHOULD BE TAKEN AS A WHOLE IN ASSESSING WHETHER EVIDENCE IS "CREDIBLE" WITHIN THE MEANING OF THE LEAHY AMENDMENTS.

26. PARTICULARLY DIFFICULT LEGAL AND POLICY ISSUES MAY ARISE IN CASES WHERE A PERPETRATOR OF A GROSS HUMAN RIGHTS VIOLATION HAS CHANGED UNITS, OR EVIDENCE IS NOT TIED DIRECTLY TO SPECIFIC UNITS. IN ORDER TO IMPLEMENT THE LEAHY AMENDMENTS AND RELATED STATE DEPARTMENT POLICY, POSTS SHOULD IDENTIFY, TO THE EXTENT POSSIBLE, ALL SECURITY FORCE UNITS WITH WHICH AN INDIVIDUAL FOR WHOM THERE IS CREDIBLE EVIDENCE OF HAVING COMMITTED SUCH VIOLATIONS HAS BEEN A MEMBER, FROM THE DATE OF THE ALLEGED OFFENSE TO THE PRESENT. FOR EXAMPLE, IF A SECURITY FORCE MEMBER ALLEGEDLY COMMITTED A VIOLATION WHILE ATTACHED TO UNIT X, BUT HAS SINCE BEEN TRANSFERRED TO UNIT Y, POST SHOULD ADVISE OF THAT PERSON'S RELATIONSHIP WITH BOTH UNITS. POST SHOULD PROVIDE AN ADEQUATE DESCRIPTION OF THE SECURITY FORCE 0RGANIZATION, INCLUDING ITS STRUCTURE AND HIERARCHY, AND INSTITUTIONAL RELATIONSHIPS INVOLVED.

27. EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBERS TO JUSTICE: FOR PURPOSES OF THE STATE LEAHY AMENDMENT, RELEVANT LEGISLATIVE HISTORY CONTAINS LANGUAGE REGARDING THE NEED FOR RESPONSIBLE INDIVIDUALS TO "FACE IMPARTIAL CRIMINAL PROSECUTION OR APPROPRIATE AND TIMELY DISCIPLINARY ACTION IN ACCORDANCE WITH LOCAL LAW." ORDINARILY, SOME CLEAR ACTION NEEDS TO OCCUR, B.G., INVESTIGATIONS, FORMAL ADMINISTRATIVE OR LEGAL PROCEEDING AGAINST THE INDIVIDUAL OR INDIVIDUALS IN QUESTION, OR OTHER ACTIONS DEMONSTRATING THE HOST NATION IS PROCEEDING TO BRING THE RESPONSIBLE PERSONS TO JUSTICE. THE MERE TRANSFER FROM A UNIT OF AN INDIVIDUAL ACCUSED OF HAVING COMMITTED HUMAN RIGHTS ABUSES DOSS NOT, IN AND OF ITSELF, CONSTITUTE THE NECESSARY EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBER(S) OF THE UNIT TO JUSTICE. AN INVESTIGATION/PROSECUTION PROCESS NEED NOT HAVE BEEN CONCLUDED, NOR IS IT NECESSARY THAT THE PROCESS LED TO A CONVICTION. ON THE OTHER HAND, THE MERE OPENING OF A FORMAL INVESTIGATION DOES NOT, IN AND OF ITSELF, CONSTITUTE "EFFECTIVE MEASURES."  THE REALISTIC CHANCE FOR SUCCESSFUL AND IMPARTIAL CONCLUSION OF THE INVESTIGATION, LEADING TO IMPARTIAL TRIAL AND APPROPRIATE PUNISHMENT IF CONVICTED, SHOULD BE ASSESSED. THE INSTITUTIONAL HISTORY OF THE HOST NATION MILITARY AND CIVILIAN JUSTICE SYSTEM IS RELEVANT IN MAKING THE NECESSARY JUDGMENTS.  NOTE THAT THE DOD LFAHY PROVISION IS WORDED DIFFERENTLY THAN THE STATE LEARY PROVISION ON THIS POINT, THE FORMER REQUIRING THAT "ALL NECESSARY CORRECTIVE STEPS HAVE BEEN TAKEN" BEFORE DODFUNDED TRAINING INVOLVING A UNIT THAT HAS TRIGGERED LEAHY CAN TAKE PLACE. THIS PHRASE IS NOT DEFINED IN THE LEGISLATION.

28. POST SHOULD DESIGNATE AN EMBASSY POINT OF CONTACT FOR THE LEAHY AMENDMENTS. AS HUMAN RIGHTS VIOLATIONS ARE ONE AMONG A SERIES OF OTHER CRITERIA THAT ARE TAKEN INTO CONSIDERATION BEFORE PROVIDING ASSISTANCE (S.C., COUNTER NARCOTICS, CORRUPTION), DEPARTMENT SUGGESTS THAT EMBASSY POC BE IN A POSITION TO COORDINATE A COMPREHENSIVE REVIEW WITH RELEVANT MEMBERS OF THE COUNTRY TEAM.

29. AGENCIES OTHER THAN DOD (B.G., DEA, JUSTICE) RESPONSIBLE FOR IMPLEMENTING FOAA-FUNDED PROGRAMS WITH SECURITY FORCES SHOULD ENSURE SIMILAR COORDINATION AND COMMUNICATION WITH THE COUNTRY TEAM IN ACCORDANCE WITH THIS GUIDANCE.

30. DEPARTMENT WILL WORK WITH POSTS TO ENSURE THAT MOOS THAT IMPLEMENT FOAA-FUNDED PROGRAMS WITH SECURITY FORCES ARE INSTRUCTED OF THE NEED TO ENSURE COMPLIANCE WITH LEAHY LIMITATIONS.

31. POC AT DEPARTMENT OF STATE IS CHRISTOPHER DUVALL, BUREAU OF POLITICAL-MILITARY AFFAIRS, 202-736-4019, DUVALLCFGSTATB.GOV.

32. MINIMIZE CONSIDERED POWELL
UNCLAS STATE 034981

# ODC RUSSIA VETTING PROCESS AND CHECKLIST

***Embassy of the United States of America***

***Moscow, Russia***

Moscow, Russia

December 31, 2002

FROM:      Ambassador Alexander Vershbow

SUBJECT:    Student Vetting for US-Funded Training

1. Based on the specific guidance and directions for screening potential students under International Affairs funded training programs; IMET, and FMS, listed in the DOD 5105.38.M Security Assistance Management Manual, section 100007, and additional requirements directed in SECSTATE Message 192156Z Nov 97, SECDEF Message 231614Z Mar 98, and USCINCEUR Message 250940Z Jan 99, Security Assistance Office, Moscow has developed a checklist that encompasses the required screening procedures. This itemized checklist will be used for each potential IMET or FMS student as well as Marshall Center and Asia Pacific Center students. It will be integrated in the SAO Moscow students' processing checklist. This document will also be included with other documents related to country nominees and retained for ten years. SAO Moscow will make adjustments to accommodate specific regional guidance as it appears.

2. SAO Moscow Screening Procedures Checklist:

   2.1. Request a formal notification of security background investigation from the host country authorities that the nominated candidate(s) have no records of participation in any of the following derogatory activities:
   - 2.1.1. Criminal conduct
   - 2.1.2. Human rights abuses
   - 2.1.3. Corruption
   - 2.1.4. Other activities inconsistent with US policy goals

   2.2. Request formal notification of security background investigation from the Regional Security Office (RSO) at the US Embassy Moscow, that the candidate(s) nominated for US sponsored training have no records in any of the following derogatory activities:
   - 2.2.1. Criminal conduct
   - 2.2.2. Human Rights abuses
   - 2.2.3. Corruption
   - 2.2.4. Other activities inconsistent with US policy goals

2.3. Request formal notification from the Political Section, US Embassy Moscow, that they have no record of human rights abuses perpetrated by the candidate(s) nominated for US-sponsored training.

2.4. Request a written certification of security clearances from host country authorities that meets the required level of security clearance (Unclassified or Secret) for certain courses.

2.5. All written notifications must be obtained and stored within the students' files and other related files before generating the Invitational Travel Order for each student. After receiving the written statements from the Russian Government, the Political Section and the Regional Security Office, the Student's ITO will be properly annotated to include the dates of the certificates.

2.6. For participants in training provided by Mobile Training Teams, screening will consist of examining the records of the unit or units receiving the training. As with individual screening, this will be completed by host national officials, RSO, and the Human Rights Office of the Political Section of U.S. Embassy Moscow.

3. The Training Manager, Security Assistance Office, Moscow, is responsible for carrying out these procedures.


/ / signed / /
Alexander Vershbow
Ambassador

# ODC Russia IMET Student Processing Checklist

<table>
<tr><td>Report Date:<br>_____</td></tr>
<tr><td>Start Date:<br>_____</td></tr>
<tr><td>Completion Date:<br>_____</td></tr>
</table>

Name: _____

Course: _____

_____ Official Nomination

**IMSI**: (S: _____)
_____ To Nominee
_____ Returned to SAO

**Information Worksheet**: (S: _____)
_____ To Nominee
_____ Returned to SAO
_____ **Copy of Passport** (S: _____)
_____ **Med Cert** (S: _____)
_____ **Med Ins** (S: _____)

**Background Checks**: (S: _____)
_____ Request submitted to RSO/HRO
_____ Suspense for Response
_____ RSO Response
_____ HRO Response

**English Test**: (S: _____)
_____ ECL Administered
_____ Score
_____ Results forwarded to DLI

**ECL Waived**:
Reason:
_____
_____
ODC Chief Concurrence:
_____

**U.S. Visa**: (S: _____)
_____ Completed Application
_____ 2 x Photos
_____ SAO Letter of Invitation
_____ DS 157 (if needed)
_____ Visa Processing Fee
_____ Visa Referral
_____ Submitted to Consular
_____ Visa Completed

**Travel Arrangements**:
_____ Reservations Made
_____ Itinerary forwarded to School
_____ Fund Cite from MILDEP
_____ **ITO Issued** (S: _____)
_____ Tickets Issued
_____ Pre-Departure Brief

**IMSO**: (S: _____)
_____ Notification sent
_____ Confirmation received

**NOTES:**
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

**MILESTONES:**
- **Nomination 90 days out**
- **ECL 70 days out**
- **Information sheet 60 days out**
- **Copy of passport 60 days out**
- **RSO/HRO submitted 60 days out**
- **Medical Certificate 30 days out**
- **Medical Insurance 30 days out**
- **RSO/HRO response 30 days out**
- **Visa applications 30 days out**
- **ITO 14 days out**
- **IMSO Notification 14 days out**

## ODC NIGERIA STUDENT PROCESSING CHECKLIST

WCN: _____  NAME: _____

COURSE TITLE: \_\_\_\_  _____

EARLIEST REPORT DATE: _____

| TIMELINE | STEP | PROCESS | COMPLETE |
|---|---|---|---|
| 100 Days | 1 | HAS MOD NOMINATED A CANDIDATE? | |
| | | a. If yes, go to step 2 | |
| | | b. If no, contact MOD every week until 65 day mark, then cancel course. | |
| | 2 | MAKE STUDENT FILE. | |
| 65 Days | 3 | CANCELLATION DATE (MILDEP cancellation date + 5 days). | |
| 60 Days | 4 | COURSE CANCELLED DUE TO LACK OF PARTICIPATION. | |
| 60 Days | 5 | STUDENT PROCESSING **MUST** OCCUR: | |
| | | a. DOES STUDENT HAVE LETTER TO ATTEND COURSE? | |
| | | *(If yes, process--if no, do not process).* | |
| | | b. DS 156 | |
| | | c. DS 157 **(ONLY FOR MALES BETWEEN THE AGE OF 16-45)** | |
| | | d. DUTCH TRANSIT VISA APPLICATION *(NAIRA 1300)* | |
| | | e. MEDICAL CERTIFICATE | |
| | | f. BLOOD TEST (HIV RESULTS) | |
| | | g. IMMUNIZATION RECORD(s) | |
| | | h. SF 88 AND SF 93 FOR STUDENTS GOING TO FT. BENNING **(only)** | |
| | | i. PASSPORT | |
| | | j. 5 PASSPORT PHOTOS (EACH) | |
| | | k. COPIES OF COURSE INFORMATION PROVIDED TO STUDENT | |
| | 6 | PASSPORT TO CONSULAR OFFICE FOR U.S. VISA PROCESSING? | |
| | 7 | TRAVEL REQUEST SENT TO GSO TRAVEL FOR RESERVATION? | |
| | 8 | ITO PREPARED? *(Do not print)* | |
| 45 Days | 9 | HAS ITO AUTHORIZATION and FUND CITE BEEN RECEIVED FROM MILDEP? | |
| | | a. If yes, go to step 10. | |
| | | b. If no, contact MILDEP. | |
| | 10 | MEMO SENT TO RSO FOR BACKGROUND CHECK & SECURITY SCREENING? | |
| | | *(no response expected unless derogatory information is discovered)* | |
| | 11 | ACCEPTANCE MESSAGE SENT TO MILDEP AND SCHOOL? | |
| | | *(fax all info to school IMSO and MILDEP)* | |
| | 12 | STUDENT INFO SENT TO SCHOOL IMSO & MILDEP? | |
| 30 Days | 13 | HAVE TRAVEL ARRANGEMENTS BEEN MADE? | |
| | 14 | HOW LONG IS STUDENT IN TRAINING? | |
| | | (1) Training <22 weeks: 2 pieces of baggage | |
| | | (2) Training >22 weeks, <40 weeks: 3 pieces, do GBAT + 1 | |
| | | (3) Training >40 weeks: 4 pieces, do GBAT + 2 | |
| | | **NOTE:** Check training guide to be sure | |
| 15 Days | 15 | ARE TICKETS READY? | |
| | | a. If yes, pick them up. | |
| | | b. If no, contact GSO travel section. | |
| 15 Days | 16 | SEND ARRIVAL INFORMATION TO SCHOOL AND MILDEP    (usually DLIELC). | |
| | | Cut ITO. | |
| | | Send ITO and Airline information to SCHOOL IMSO and MILDEP. | |
| 7 Days | 17 | CONDUCT PREDEPARTURE BRIEFING. | |
| | | Give IMS original signed ITO plus 4 copies, passport(s) and tickets. | |
| 0 Days | 18 | Place student folder in files. | |

**OFFICE OF DEFENSE COOPERATION SKOPJE**
**EMBASSY OF THE UNITED STATES OF AMERICA**
**BULEVAR ILINDEN BB**
**1000 SKOPJE MK**

ODC SKOPJE MK                                                                                     01 November 1999

MEMORANDUM FOR RECORD

SUBJECT:  ODC Skopje Security Screening Process Checklist

1.  Based on the specific guidance and directions for screening potential students under International Affairs funded training programs; IMET, and FMS, listed in the DOD 5105.38.M Security Assistance Management Manual, section 100007, and additional requirements directed in SECSTATE Message 192156Z Nov 97, SECDEF Message 231614Z Mar 98, and USCINCEUR Message 250949Z Jan 99, the ODC Skopje has developed a checklist that encompasses the required screening procedures.  This itemized checklist will be used for each potential IMET or FMS student and will be integrated in the ODC Skopje students' processing checklist.  The same will be also included with other documents related to country nominees and maintained for ten years.  The ODC Skopje shall make adjustments to accommodate specific regional guidance, as it appears.

2.  ODC Skopje Screening Procedures Checklist:

   a)  Request a formal notification of security background investigation from the host country authorities, that the nominated candidate(s) have no records of participation in any of the following derogatory activities:
      - Criminal conduct
      - Human rights abuses
      - Corruption
   b)  Request a formal notification of security background investigation from the Regional Security Office at the US Embassy Skopje, that the candidate(s) nominated for the US sponsored training have no records in any of the following derogatory activities:
      - Criminal conduct
      - Human rights abuses
      - Corruption
      - Other activity inconsistent with US policy goals
   c)  Request a written certification of security clearances from the host country authorities that meets the required level of security clearance (Unclassified or Secret) for certain courses.

   d)  All of these written notification must be obtained and stored within the students' files and other related files before generating the Invitational Travel Letter for each student.  After receiving the written statements from the Macedonian Government and the Regional Security Office, the student's ITO will be properly annotated to include the dates of the certificates.

3. POC for this action is Mrs. Sonja Pendaroska, IMET Coordinator.

# NEW TRAVEL & LIVING ALLOWANCE POLICY

R 141441Z APR 03
FM SECDEF WASHINGTON DC//USDP-DSCA//
TO RUFGNOA/HQ USEUCOM VAIHINGEN GE//ECJ4//
UNCLAS

SUBJECT: NEW TRAVEL AND LIVING ALLOWANCES (TLA) POLICY GUIDANCE FOR SECURITY
COOPERATION TRAINING PROGRAMS P3 POLICY # 03-01

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE NEW POLICY GUIDANCE FOR INTERNATIONAL STUDENTS (IMS)
WHO RECEIVE TRAVEL AND LIVING ALLOWANCES UNDER THE INTERNATIONAL MILITARY EDUCATION AND TRAINING,
FOREIGN MILITARY SALES AND OTHER SECURITY COOPERATION PROGRAMS.

2. EFFECTIVE 1 APRIL 2003, IMS ALREADY ATTENDING THE NATIONAL DEFENSE UNIVERSITY WILL BE
AUTHORIZED THE SAME TRAVEL PER DIEM ALLOWANCE RATES AS THOSE AUTHORIZED FOR THE US UNIFORMED
SERVICE MEMBERS UNDER THE JOINT FEDERAL TRAVEL REGULATION (JFTR). ANY STUDENTS ATTENDING SENIOR
LEVEL SCHOOLS (LISTED IN PARAGRAPH C.(6) OF THIS MESSAGE) STARTING ON OR AFTER 1 JUNE 2003 WILL
ALSO BE AUTHORIZED THESE RATES. EFFECTIVE 1 OCTOBER 2003, ALL IMS ATTENDING ALL SCHOOLS (MILITARY
AND CIVILIANS REGARDLESS OF RANK) WILL BE AUTHORIZED THE SAME TRAVEL PER DIEM ALLOWANCE RATES AS
THOSE AUTHORIZED UNDER THE JFTR. THE FOLLOWING RATE CHANGES RESULTED FROM A COMPREHENSIVE REVIEW
OF THE CURRENT IMS LIVING ALLOWANCE RATES CONDUCTED BY DSCA AND THE MILITARY SERVICES.

3. TO DOCUMENT THESE CHANGES, DOD5105.38M, SECURITY ASSISTANCE MANAGEMENT MANUAL (SAMM), IS
CHANGED AS FOLLOWS:

A. TABLE 1001-2 IS RETITLED FROM "DAILY SUPPLEMENTAL LIVING ALLOWANCES FOR IMET STUDENTS" TO
"DAILY SUPPLEMENTAL LIVING ALLOWANCES FOR IMS UNDER SECURITY COOPERATION PROGRAMS".

B. THE REMAINDER OF THE TABLE IS DELETED IN ITS ENTIRETY AND REPLACED WITH THE FOLLOWING:

(1) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE NOT AVAILABLE AND MESS IS NOT AVAILABLE, THE
LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + $11 SPECIAL IMS
INCIDENTALS (NTE MAX LODGING AUTHORIZED IN JFTR; IMS MUST SHOW PROOF OF RENTAL AGREEMENT OR
LODGING RECEIPT)

(2) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS NOT AVAILABLE, THE
LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + $11 SPECIAL IMS
INCIDENTALS (NTE MAX LODGING AUTHORIZED IN JFTR)

(3) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS AVAILABLE, THE LIVING
ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR GOVT MEAL RATE + $11 SPECIAL IMS INCIDENTALS.

(4) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND ONE OR TWO MEALS ARE AVIALABLE,
THE LIVING ALLOWANCE IS: ACTUAL COST OF LODGING + JFTR PROPORTIONAL MEAL RATE + $11 SPECIAL IMS
INCIDENTALS.

(5) IF QUARTERS AND MESS ARE AVAILABLE AND FREE OF CHARGE, THE LIVING ALLOWANCE RATE IS: $11
SPECIAL IMS INCIDENTALS.

(6) IF QUARTERS ARE FREE OF CHARGE AND MESSING IS AVAILABLE (ABOARD SHIP), THE LIVING ALLOWANCE
RATE IS: GOVERNMENT MEAL RATE + $11 SPECIAL IMS INCIDENTALS FOR OFFICERS AND $11 SPECIAL IMS
INCIDENTALS FOR ENLISTED.

(7) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND IMS CHOOSES TO LIVE OFF
BASE/POST, THE LIVING ALLOWANCE RATE IS: $0 (ZERO).

(8) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE NOT AVAILABLE (AVAILABILITY OF QUARTERS WILL
BE BASED UPON THE AVAILABILITY OF GOVERNMENT FAMILY HOUSING) AND DEPENDENTS ARE ENCOURAGED (SEE
PARA C. (6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR
LOCAL MEAL RATE + $11 SPECIAL IMS INCIDENTALS (NTE MAX LODGING AUTHORIZED IN JFTR; IMS MUST SHOW
PROOF OF RENTAL AGREEMENT AND CERTIFY THAT DEPENDENTS WILL RESIDE WITH IMS FOR AT LEAST 75% OF
THE COURSE DURATION).

(9) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS NOT AVAILABLE AND
DEPENDENTS ARE ENCOURAGED (SEE PARA C.(6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE IS: ACTUAL
COST OF LODGING + JFTR LOCAL MEAL RATE + $11 SPECIAL IMS INCIDENTALS (NTE MAX LODGING AUTHORIZED
IN JFTR). (10) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE (AVAILABILITY OF QUARTERS
WILL BE BASED UPON THE AVAILABILITY OF GOVERNMENT FAMILY HOUSING), MESS IS AVAILABLE, AND
DEPENDENTS ARE ENCOURAGED (SEE PARA C.(6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE RATE IS:
ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + $11 SPECIAL IMS INCIDENTALS.

(11) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE (AVAILABILITY OF QUARTERS WILL BE

BASED UPON THE AVAILABILITY OF GOVERNMENT FAMILY HOUSING), ONE OR TWO MEALS ARE AVAILABLE AND DEPENDENTS ARE ENCOURAGED (SEE PARA C.(6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + $11 SPECIAL IMS INCIDENTALS.

(12) IF BACHELOR GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND DEPENDENTS ARE NOT ENCOURAGED/AUTHORIZED. BUT THE IMS CHOOSES TO BRING HIS DEPENDENTS AND RESIDES OFF BASE/POST, THE LIVING ALLOWANCE RATE IS: $0 (ZERO).

(13) WHEN AN IMS FROM ONE COUNTRY IS ATTENDING A REGIONAL MOBILE EDUCATION AND TRAINING (MET) COURSE IN ANOTHER COUNTRY, THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING NOT TO EXCEED JFTR MAX LODGING RATE + MEALS IN ACCORDANCE WITH JFTR + APPLICABLE OCONUS INCIDENTALS.

C. THE NOTES ON TABLE 1001-2 ARE ALSO DELETED IN THEIR ENTIRETY AND REPLACED AS FOLLOWS:

(1) IF GOVERNMENT QUARTERS ARE NOT AVAILABLE, A STATEMENT OF NON-AVAILABILITY OR EQUIVALENT MUST BE ISSUED TO THE IMS (AND FILED WITH VOUCHER) AND JFTR RATES EQUAL TO THOSE AUTHORIZED FOR US PERSONNEL WILL BE AUTHORIZED FOR IMS. IN ADDITION, A SPECIAL INCIDENTAL RATE OF $11 PER DAY IS AUTHORIZED FOR IMS. QUARTERS AVAILABLE MEANS THAT USG QUARTERS OR CONTRACTED GOVERNMENT QUARTERS WERE EITHER FURNISHED OR MADE AVAILABLE. IF THE IMS ELECTS NOT TO RESIDE IN GOVERNMENT QUARTERS OR CONTRACTED GOVERNMENT QUARTERS AND GOVERNMENT QUARTERS OR CONTRACTED GOVERNMENT QUARTERS ARE AVAILABLE, THE IMS WILL NOT BE AUTHORIZED TO BE PAID LIVING ALLOWANCES (LODGING, FOOD OR INCIDENTALS) THROUGH SECURITY COOPERATION PROGRAMS. FOR IMS CURRENTLY ATTENDING TRAINING IN THE US THAT ELECTED TO RESIDE OFF-BASE/POST UNDER THE OLD 1999 TLA POLICY, THE IMS WILL BE AUTHORIZED TO CONTINUE TO RECEIVE TLA AT 1999 TLA POLICY RATES UNTIL THEIR CURRENT LINE OF TRAINING IS COMPLETED AND THE IMS HAS RETURNED HOME. HOWEVER, IF THE IMS IS SCHEDULED FOR FOLLOW-ON TRAINING AT A DIFFERENT TRAINING LOCATION, THE TLA RATES IN THIS MESSAGE (DSCA 03-1) WILL APPLY AT THE NEW TRAINING LOCATION. MESS AVAILABLE MEANS THREE MEALS PER DAY ARE AVAILABLE IN A USG MESS, WHETHER OR NOT ACTUALLY CONSUMED. IN OVERSEAS AREAS INCLUDING HAWAII, WHERE USG QUARTERS AND MESS ARE NOT AVAILABLE, THE RATES AUTHORIZED ARE EQUAL TO THOSE AUTHORIZED FOR US PERSONNEL IN THE JFTR. WHEN AN IMS FROM ONE COUNTRY IS ATTENDING A REGIONAL MOBILE EDUCATION COURSE OR TRAINING COURSE IN ANOTHER COUNTRY, THE ACTUAL COST FOR LODGING AND MEALS WILL NOT EXCEED MAXIMUM AUTHORIZED IN THE JFTR.

(2) WHEN TLA IS AUTHORIZED, THE TRAVEL ALLOWANCE RATE INCLUDES THE DAY OF DEPARTURE FROM HOME COUNTRY TO THE DAY OF ARRIVAL AT, AND DAY OF DEPARTURE FROM EACH TRAINING INSTALLATION, AND THE DAY OF ARRIVAL AT HOME COUNTRY. TLA RATES WHILE THE IMS IS ON TRAVEL STATUS INCLUDING UNSCHEDULED DELAYS, ARE BASED ON RATES EQUAL TO THOSE IN THE JFTR FOR US PERSONNEL. IN MOST CASES, THE IMS WILL NOT RECEIVE THEIR FIRST TLA PAYMENT UNTIL THEY HAVE BEEN IN CONUS FOR TWO WEEKS; THEREFORE, THE SAO IS ENCOURAGED TO ADVANCE IMS SUFFICIENT FUNDS IN UNITED STATES DOLLARS TO MEET ALL EXPENSES WHILE IMS IS ENROUTE TO INCLUDE TWO WEEKS ADVANCE TLA. ANY SUCH ADVANCES SHALL BE ANNOTATED IN THE SPECIAL CONDITIONS BLOCK OF THE ITO TO PREVENT DUPLICATE PAYMENT OF ENTITLEMENTS AT CONUS TRAINING ACTIVITIES.

(3) WHEN IMS IS SCHEDULED TO ATTEND TRAINING FOR FIVE (5) WEEKS OR LESS, THE SAO IS AUTHORIZED TO PURCHASE ROUNDTRIP TRANSPORTATION AND TO PAY IMS TOTAL AUTHORIZED LIVING ALLOWANCE ENTITLEMENTS AT THE TIME OF DEPARTURE. GTR # AND AMOUNTS PAID FOR TRANSPORTATION AND LIVING ALLOWANCES WILL BE ANNOTATED IN THE SPECIAL CONDITIONS BLOCK OF THE ITO TO PREVENT DUPLICATE PAYMENT OF ENTITLEMENTS.

(4) IF THE DURATION OF TRAINING AT THE LAST TRAINING INSTALLATION IS TWO (2) WEEKS OR LESS, AND/OR THE LAST TRAINING INSTALLATION HAS NO MEANS OF PAYING THE IMS, THE IMSO AT THE NEXT-TO-LAST TRAINING INSTALLATION WILL ARRANGE FOR ADVANCE PAYMENT OF TRAVEL AND LIVING ALLOWANCE FOR THAT PERIOD OF TIME TO THE DAY OF ARRIVAL AT THE NEXT FOLLOW-ON TRAINING INSTALLATION OR COUNTRY. EXCEPT FOR PERIODS OF LEAVE, THE IMS ITO WILL BE ENDORSED IN THE SPECIAL CONDITIONS BLOCK TO IDENTIFY THE PERIOD OF TIME FOR WHICH ADVANCED LIVING AND TRAVEL ALLOWANCES WERE MADE.

(5) IF IT IS DETERMINED THAT AN IMS STUDENT WHO HAS DEPARTED THE CONUS OR OVERSEAS TRAINING ACTIVITY WAS OVERPAID IN CONUS OR AT THE OVERSEAS ACTIVITY, NO ATTEMPT WILL BE MADE TO COLLECT THE OVERPAYMENT FROM THE IMS. THE IMPLEMENTING AGENCY CONCERNED WILL DETERMINE WHETHER A FUNDING ADJUSTMENT VIA THE SECURITY COOPERATION TRAINING PROGRAM IS NECESSARY FOR THE TRAINING CONCERNED.

(6) THE IMS IS ENCOURAGED BY DOD TO BRING DEPENDENTS ONLY TO THE FOLLOWING COURSES: ARMY WAR COLLEGE ARMY COMMAND AND GENERAL STAFF COLLEGE AT BOTH FORT LEAVENWORTH AND THE WESTERN HEMISPHERE INSTITUTE FOR SECURITY COOPERATION (WHINSEC) SERGEANTS MAJOR ACADEMY NATIONAL DEFENSE UNIVERSITY THE INTER-AMERICAN DEFENSE COLLEGE AIR WAR COLLEGE AIR COMMAND AND STAFF COLLEGE SQUADRON OFFICER SCHOOL GRADUATE PROGRAMS AT THE AIR FORCE INSTITUTE OF TECHNOLOGY NAVAL COMMAND COLLEGE NAVAL STAFF COLLEGE GRADUATE PROGRAMS AT NAVAL POSTGRADUATE SCHOOL USMC COMMAND AND STAFF COLLEGE USMC EXPEDITIONARY WARFARE SCHOOL USMC SCHOOL OF ADVANCED WARFIGHTING ARMED FORCES STAFF COLLEGE AN IMS SCHEDULED TO ATTEND ANY OF THE ABOVE LISTED COURSES MAY ALSO BRING DEPENDENTS FOR PREREQUISITE COURSES, FOLLOW-ON COURSES, AND AUTHORIZED LEAVE PERIODS. TLA IS NOT AUTHORIZED FOR LEAVE PERIODS BEFORE OR FOLLOWING COMPLETION/TERMINATION OF TRAINING. IMS ARE NOT ENCOURAGED TO BRING DEPENDENTS TO ANY OTHER COURSES. THE WITH DEPENDENT TLA RATE IS INTENDED/AUTHORIZED WHEN THE DEPENDENTS RESIDE WITH IMS FOR THE MAJORITY (75%) OF THE COURSE DURATION. THE WITH DEPENDENT TLA RATE IS NOT INTENDED/AUTHORIZED FOR IMS WITH DEPENDENTS WHO COME ONLY FOR PERIODIC VISITS.

(7) ACCOMPANIED STUDENTS LIVING OFF POST/BASE ATTENDING COURSES WHERE DEPENDENTS ARE ENCOURAGED BY DOD (SEE PARA C.(6)) MAY DRAW A LIVING ALLOWANCE ADVANCE UPON ARRIVAL IN CONUS OF AN AMOUNT NOT TO EXCEED 10 PERCENT OF THEIR TOTAL MAXIMUM LIVING ALLOWANCE AUTHORIZED AT A PARTICULAR LOCATION. THE STUDENT LIVING ALLOWANCE DRAWN DURING THE PERIOD OF TRAINING WILL BE ADJUSTED TO ENSURE THAT THE AMOUNT OF THE ADVANCE IS FULLY RECOVERED BEFORE THE STUDENT COMPLETES TRAINING AT THAT LOCATION.

(8) WHEN AN IMS IS AUTHORIZED THE WITH DEPENDENT TLA RATE AND IS SUBSEQUENTLY HOSPITALIZED, THE WITH DEPENDENT TLA RATE SHALL CONTINUE TO BE PAID.

(9) LIVING ALLOWANCE FOR LEAVE PERIODS BEFORE OR FOLLOWING COMPLETION/TERMINATION OF TRAINING IS NOT AUTHORIZED. LEAVE WITH LIVING ALLOWANCE MAY BE GRANTED DURING PERIODS OF CLASS BREAKS, AUTHORIZED HOLIDAYS, AND BETWEEN CONSECUTIVE COURSES.

(10) GUEST INSTRUCTORS ASSIGNED TO WHINSEC, IAAFA OR NAVSCIATTS WILL BE PAID A LIVING ALLOWANCE BASED UPON THE INSTALLATION'S GOVERNMENT QUARTERS OR GOVERNMENT CONTRACTED QUARTERS RATES BY GRADE AND A STANDARD SUBSISTENCE ALLOWANCE REGARDLESS OF RANK. GUEST INSTRUCTORS ALLOWANCES ARE PAID OUT OF THE MILITARY SERVICES OPERATIONS AND MAINTENANCE ACCOUNT, NOT SECURITY ASSISTANCE TRAINING PROGRAMS.

4. THIS TLA POLICY CHANGE IS ALSO APPLICABLE TO IMS FUNDED IN A PREVIOUS FY WHO WILL CONTINUE TRAINING AFTER NEW RATES ARE IMPLEMENTED. REQUEST MILDEP FIELD TRAINING AGENCIES ADJUST TLA COSTS PROGRAMMED AS SOON AS POSSIBLE.

5. SINCE TLA INCREASES WILL IMPACT THE TOTAL IMET PROGRAM FOR SOME COUNTRIES IN FY2003, SAOS SHOULD BEGIN AT ONCE TO READJUST/REPRIORITIZE TRAINING WITHIN THEIR FY2003 IMET PROGRAMS AND IDENTIFY DELETIONS/CHANGES TO ABSORB THE TLA INCREASES WITHIN THEIR FY2003 IMET PROGRAM.

6. SAOS ARE REMINDED THAT TLA IS INTENDED TO BE A SUPPLEMENTAL LIVING ALLOWANCE AND IS INTENDED TO ASSIST WITH ADDITIONAL PERSONAL EXPENSES THAT THE IMS INCURS WHILE AWAY FROM THEIR HOME. IT IS NOT A SUBSTITUTE FOR PAY OR OTHER COMPENSATION NECESSITATED BY DUTY OUTSIDE OF AN IMS HOME COUNTRY.

7. DSCA POC FOR THIS MESSAGE IS KAY JUDKINS, POLICY AND PLANS DIVISION, (703) 601-3719 OR DSN: 329-3719, E-MAIL KAY.JUDKINS@DSCA.MIL.
BT

# STUDENT AND FAMILY MEMBER MEDICAL POLICY

R 211831Z NOV 02
FM SECDEF WASHINGTON DC//USDP-DSCA//
TO AIG 8797
UNCLAS

SUBJECT: MEDICAL POLICY FOR INTERNATIONAL TRAINING PROGRAM UPDATE MESSAGE - IMET
AND FMS TRAINING. (DSCA POLICY MEMO 02-42)

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE COMPREHENSIVE MEDICAL POLICY INFORMATION, INCLUDING
CURRENT POLICY, RECENT CHANGES AND FUTURE INITIATIVES.

2. A LIST OF ACRONYMS USED IN THIS MESSAGE FOLLOWS:
AFIT - AIR FORCE INSTITUTE OF TECHNOLOGY
CONUS - CONTINENTAL UNITED STATES
DOD - DEPARTMENT OF DEFENSE
FMS - FOREIGN MILITARY SALES (FMS)
FY - FISCAL YEAR
IMET - INTERNATIONAL MILITARY EDUCATION AND TRAINING (PROGRAM)
IMS - INTERNATIONAL MILITARY STUDENT (MEANING STUDENT ATTENDING TRAINING UNDER THE IMET OR FMS
TRAINING PROGRAM)
ITO - INVITATIONAL TRAVEL ORDERS
MILDEPS - MILITARY DEPARTMENT INTERNATIONAL PROGRAM OFFICES
MTF - MEDICAL TREATMENT FACILITY
NATO - NORTH ATLANTIC TREATY ORGANIZATION
NPS - NAVY POSTGRADUATE SCHOOL
OSD/HA - OFFICE OF SECRETARY OF DEFENSE FOR HEALTH AFFAIRS
PFP - PARTNERSHIP FOR PEACE
SAO - SECURITY ASSISTANCE ORGANIZATION OR SECURITY ASSISTANCE OFFICER
STATE/PM - DEPARTMENT OF STATE/POLITICAL-MILITARY BUREAU
SOFA - STATUS OF FORCES AGREEMENT
TPMR - TRAINING PROGRAM MANAGEMENT REVIEW
USG - UNITED STATES GOVERNMENT
USMC - UNITED STATES MARINE CORPS
WHINSEC - WESTERN HEMISPHERE INSTITUTE OF SECURITY COOPERATION

3. CURRENT POLICY:
A. PREDEPARTURE MEDICAL EXAMINATIONS FOR IMS AND AUTHORIZED ACCOMPANYING FAMILY MEMBERS (PRIOR TO
ISSURANCE OF ITO) (PARAGRAPH 10-46A, JSAT AND CHAPTER 2 SECURITY ASSISTANCE HEALTH AFFAIRS
HANDBOOK).
(1) FOR IMS:
  - COMPLETE PHYSICAL EXAMINATION TO INCLUDE CHEST X-RAY AND SEROLOGICAL TEST FOR HIV\
  - MEDICAL CERTIFICATION (SIGNED BY COMPETENT MEDICAL AUTHORITY (PHYSICIAN) THAT THE NAMED
INDIVIDUAL IS:
  - FREE OF COMMUNICABLE DISEASES
  - COMPLIED WITH REQUIRED IMMUNIZATIONS (CHAPTER 2 SECURITY ASSISTANCE HEALTH AFFAIRS HANDBOOK)
  - COMPLETE DENTAL EXAMINATION INCLUDING DENTAL CERTIFICATION (SIGNED BY COMPETENT DENTAL
AUTHORITY (DENTIST)) THAT NO CARE IS REQUIRED FOR:
  - CARIES
  - INFECTION
  - ORAL DISEASE
(2) FOR EACH AUTHORIZED FAMILY MEMBER:
  - COMPLETE PHYSICAL EXAMINATION TO INCLUDE CHEST X-RAY AND SEROLOGICAL TEST FOR HIV
  - MEDICAL CERTIFICATION (SIGNED BY COMPETENT MEDICAL AUTHORITY (PHYSICIAN) THAT THE NAMED
INDIVIDUAL IS:
  - FREE OF COMMUNICABLE DISEASES
  - COMPLIED WITH REQUIRED IMMUNIZATIONS (CHAPTER 2 SECURITY ASSISTANCE HEALTH AFFAIRS HANDBOOK)
NOTE: IF THE AUTHORIZED FAMILY MEMBER IS UNDER AGE 15, THE FOLLOWING TESTS ARE NOT REQUIRED:
  - SEROLOGICAL TEST FOR HIV
  - CHEST X-RAY
B. MEDICAL FINANCIAL RESPONSIBILITY REQUIREMENT ON THE ITO FOR IMS AND AUTHORIZED FAMILY MEMBERS.
(1) FOR IMS:
  - SAO WILL CHECK THE APPROPRIATE BLOCK ON THE ITO TO INDICATE HOW MEDICAL CHARGES WILL BE PAID.
FOR FMS STUDENTS, INDICATE WHETHER FMS CASE, IMS OR FOREIGN COUNTRY WILL PAY.
(2) FOR AUTHORIZED ACCOMPANYING FAMILY MEMBERS:
  - SAO WILL CHECK THE APPROPRIATE BLOCK ON THE ITO TO INDICATE HOW MEDICAL CHARGES WILL BE PAID.
INDICATE WHETHER IMS OR FOREIGN COUNTRY WILL PAY.  "IF" FAMILY MEMBER MEDICAL CHARGES ARE NOT
COVERED BY A FMS CASE OR BY THEIR HOME GOVERNMENT, SAO MUST INCLUDE STATEMENT TO THE EFFECT IN
THE REMARKS SECTION OF THE SPONSOR'S ITO.  IT IS ABSOLUTELY IMPERATIVE THAT FINANCIAL
RESPONSIBILITY FOR MEDICAL CHARGES INCURRED FOR AUTHORIZED FAMILY MEMBERS IS CLEARLY AND
CORRECTLY SHOWN ON THE SPONSOR'S ITO.

4. NEW POLICY:

A. PROOF OF COVERAGE FOR COST OF HEALTH CARE FOR IMS AND AUTHORIZED FAMILY MEMBERS. HEALTH CARE IN THE UNITED STATES IS COSTLY. THE USE OF CIVILIAN HEALTH CARE PROVIDERS/TREATMENT FACILITIES MORE OFTEN THAN NOT REQUIRE THE PATIENT TO SHOW HOW THE BILLS TO BE INCURRED WILL BE PAID. YEARS OF EXPERIENCE IN THE INTERNATIONAL TRAINING BUSINESS MAKES A CONVINCING ARGUMENT TO ENSURE THAT BOTH THE IMS AND AUTHORIZED ACCOMPANYING FAMILY MEMBERS ARE COVERED FOR HEALTH CARE EXPENSES INCURRED DURING THE TIME THEY ARE IN THE UNITED STATES. HEALTH CARE EXPENSES OF THE CATOSTROPHIC VARIETY CAN BE DEVASTATING. THUS THE RATIONALE THAT NECESSITATES THIS NEW POLICY REQUIREMENT PROMULGATED BY DSCA.
B. WHAT IS THE MINIMUM REQUIRED "QUALIFYING" MEDICAL INSURANCE COVERAGE?
(1) MEDICAL BENEFITS OF AT LEAST $50,000 PER ACCIDENT OR ILLNESS (SICKNESS).
(2) A DEDUCTIBLE NOT TO EXCEED $500 PER ACCIDENT OR ILLNESS.
(3) REPATRIATION OF REMAINS IN THE AMOUNT OF $7,500, SHOULD A DEATH OCCUR IN THE U.S.   NOTE: THIS WOULD PROVIDE FOR THE PREPARATION AND TRANSPORTATION OF REMAINS TO HOME COUNTRY.
(4) MEDICAL EVACUATION IN THE AMOUNT OF $10,000 IN THE EVENT INSUREE MUST BE RETURNED TO HIS/HER HOME COUNTRY DUE TO A SERIOUS MEDICAL CONDITION.
(5) INSURANCE MUST PAY BENEFITS TO A DEPARTMENT OF DEFENSE MEDICAL FACILITY IF APPROPRIATE.
NOTE:  MEDICAL INSURANCE CAN BE PURCHASED ON LINE.  INFORMATION ON MEDICAL INSURANCE CAN BE FOUND AT HTTP://DISAM.OSD.MIL/INTL_TRAINING/INTL_TNG_MGT FUNCTIONAL-HEALTH AFFAIRS.
C. HEALTH COVERAGE REQUIREMENTS OUTLINED
(1) FOR IMS: EACH FMS IMS REPORTING TO CONUS TRAINING IS REQUIRED TO HAVE HEALTH CARE COVERAGE FOR HEALTH CARE CHARGES INCURRED CLEARLY AND CORRECTLY SHOWN ON THE ITO. ONE OF THE FOLLOWING STATEMENTS WILL APPEAR IN THE REMARKS SECTION.
 - "THE IMS WILL BE REIMBURSED BY HIS HOME COUNTRY FOR HEALTH CARE CHARGES INCURRED.  IMS IS REQUIRED TO FIRST PAY THE CHARGES AND OBTAIN REIMBURSEMENT FROM HIS COUNTRY."
 - "MEDICAL BILLS SHOULD BE SENT TO THE FOLLOWING ADDRESS FOR PAYMENT."
 - "IMS HAS ACQUIRED QUALIFYING MEDICAL INSURANCE COVERING THE ENTIRE PERIOD HE/SHE WILL BE PRESENT IN THE U.S. DURING THE SCHEDULED TRAINING." NOTE: THERE ARE SOME SPONSOR COUNTRIES THAT COME UNDER DIFFERENT MEDICAL COVERAGE. FOLLOWING IS A SHORT SUMMARIZATION OF COVERAGE BY INTERNATIONAL AGREEMENTS. IF A SAO IS NOT SURE HOW THE PAYMENT OF MEDICAL BILLS SHOULD BE ANNOTATED ON ITOS THEY PREPARE, THEY MUST CONTACT SONJA RUMSEY BY E-MAIL AT SRUMSEY@WORLD-NET FOR CLARIFICATION PRIOR TO PREPARING THE ITO.
   (A) FOR AN IMS FROM A COUNTRY WITH A NATO/PPP SOFA:
     - HEALTH CARE AT A DOD MEDICAL TREATMENT FACILITY IS AS FOLLOWS:
     - FREE OUTPATIENT CARE (MEDICAL AND DENTAL)
     - INPATIENT CARE ON A REIMBURSABLE BASIS
     - HEALTH CARE AT A CIVILIAN MTF IS AS FOLLOWS:
     - FREE OUTPATIENT CARE (MEDICAL AND DENTAL) (REFERRING FACILITY PAYS)
     - OUTPATIENT CARE ON A REIMBURSABLE BASIS WHEN NO DOD MTF IS AVAILABLE
     - INPATIENT CARE ON A REIMBURSABLE BASIS
     - POLICY REQUIREMENT: WHEN IMS HAS FINANCIAL RESPONSIBILITY FOR PAYMENT OF HEALTH CARE COST, IN MOST CASES PROOF OF INSURANCE FOR INPATIENT CARE ONLY WILL BE REQUIRED.
   (B) FOR IMS FROM COUNTRIES WITH A RECIPROCAL HEALTH CARE AGREEMENT. THE SPECIFICS WILL VARY FROM AGREEMENT TO AGREEMENT; HOWEVER, THESE AGREEMENTS DO "NOT" COVER CIVILIAN IMS, PARAMILITARY AND IN SOME INSTANCES IMET/FMS IMS.
    - POLICY REQUIREMENT: FMS IMS MUST SHOW PROOF OF INSURANCE FOR CIVILIAN HEALTH CARE.
(2) FOR AUTHORIZED ACCOMPANYING FAMILY MEMBERS: EFFECTIVE WITH CY 2003, EACH AUTHORIZED FAMILY MEMBER OF AN IMS ATTENDING CONUS TRAINING IS REQUIRED TO HAVE COVERAGE FOR HEALTH CARE CHARGES INCURRED CLEARLY AND CORRECTLY STATED ON THE ITO. THIS REQUIREMENT APPLIES TO IMS SPONSORS WHO BRING FAMILY MEMBERS WITH THEM FOR PART OR ALL OF CONUS TRAINING. WHEN AN IMS IS RESPONBIBLE FOR HEALTH CARE COST FOR AUTHORIZED FAMILY MEMBERS PROOF OF MEDICAL INSURANCE MUST BE DEMONSTRATED TO THE IN COUNTRY ITO ISSUING AUTHORITY PRIOR TO FAMILY MEMBERS BEING "AUTHORIZED" AND ADDED TO THE SPONSOR'S ITO.
   (A) FAMILY MEMBERS ARE ENCOURAGED TO ACCOMPANY THE IMS ATTENDING THE FOLLOWING COURSES:
     - NATIONAL DEFENSE UNIVERSITY
     - ARMY WAR COLLEGE
     - COMMAND AND STAFF COLLEGE (ARMY)
     - SGT MAJOR ACADEMY (ARMY)
     - COMMAND AND STAFF COLLEGE (WHINSEC)(ARMY)
     - COMMAND COLLEGE (NAVY)
     - STAFF COLLEGE (NAVY)
     - COMMAND AND STAFF COLLEGE (USMC)
     - AMPHIBIOUS WARFARE SCHOOL (USMC)
     - JOINT SERVICES STAFF COLLEGE (FORMERLY ENTITLED ARMED FORCES STAFF COLLEGE)
     - AIR WAR COLLEGE (AIR FORCE)
     - COMMAND AND STAFF COLLEGE (AIR FORCE)
     - SQUADRON OFFICER SCHOOL (AIR FORCE)
     - NAVAL POSTGRADUATE SCHOOL (NPS - NAVY)
     - GRADUATE PROGRAMS AT AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT)
   (B) FAMILY MEMBERS ARE DISCOURAGED FROM ACCOMPANYING THE IMS AT MOST OTHER COURSES. HOWEVER, IF FAMILY MEMBERS DO ACCOMPANY THE IMS AND THE IMS IS FINANCIALLY RESPONSIBLE FOR THE HEALTH CARE OF THE ACCOMPANYING FAMILY MEMBERS, THE IMS MUST HAVE PROOF OF HEALTH INSURANCE.
   (C) WHEN ACCOMPANYING FAMILY MEMBERS ARE AUTHORIZED, THE IMS'S ITO WILL INCLUDE ONE OF THE FOLLOWING MANDATORY STATEMENTS (AS APPLICABLE) IN THE REMARKS SECTION.
    - "THE IMS HAS BEEN FULLY BRIEFED ON THE REQUIREMENT TO SHOW PROOF OF MEDICAL INSURANCE FOR AUTHORIZED FAMILY MEMBERS UPON ARRIVAL AT THE FIRST CONUS TRAINING LOCATION."

- AT THE TIME THE IMS'S ITO WAS ANNOTATED TO AUTHORIZE ACCOMPANYING FAMILY MEMBERS, SAID IMS PROVIDED PROOF OF QUALIFYING MEDICAL INSURANCE TO THE SAO TRAINING OFFICE."
   - "THE IMS HAS BEEN MADE FULLY AWARE THAT A "LACK" OF MEDICAL INSURANCE COVERAGE FOR ACCOMPANYING FAMILY MEMBERS, REVEALED AT ANY TIME DURING CONUS TRAINING COULD RESULT IN THE IMS'S REM! OVAL FROM SCHEDULED CONUS TRAINING AND RETURN TO COUNTRY." OTHER POSSIBLE STATEMENTS (AS APPLICABLE):
   - "THE STUDENT WILL BE REIMBURSED BY HIS HOME COUNTRY FOR MEDICAL CHARGES INCURRED BY HIS FAMILY MEMBERS.  STUDENT IS REQUIRED TO FIRST PAY FOR MEDICAL CHARGES INCURRED BY FAMILY MEMBERS."
   - "MEDICAL BILLS FOR FAMILY MEMBERS SHOULD BE SENT TO THE FOLLOWING ADDRESS FOR PAYMENT."
D. NOTE: THERE ARE SOME SPONSOR COUNTRIES THAT COME UNDER DIFFERENT MEDICAL COVERAGE. FOLLOWING IS A SHORT SUMMARIZATION OF FAMILY MEMBER COVERAGE.  BOTTOM LINE: IF AN SAO IS NOT SURE HOW THE PAYMENT OF MEDICAL BILLS FOR FAMILY MEMBERS SHOULD BE ANNOTATED ON ITOS THEY PREPARE, THEY MUST CONTACT SONJA RUMSEY BY E-MAIL AT SRUMSEY@WORLD-NET FOR CLARIFICATION PRIOR TO PREPARING THE ITO.
(1) FOR IMS FROM A COUNTRY WITH A NATO OR PFP SOFA:
   - MEDICAL CARE AT A DOD MEDICAL FACILITY FOR FAMILY MEMBERS IS AS FOLLOWS:
      - FOR AUTHORIZED FAMILY MEMBERS
        - FREE OUTPATIENT CARE (MEDICAL AND DENTAL EMERGENCIES)
        - INPATIENT CARE ON A REIMBURSABLE BASIS
   - HEALTH CARE AT A CIVILIAN MTF IS AS FOLLOWS:
      - FOR AUTHORIZED FAMILY MEMBERS
        - OUTPATIENT CARE - TRICARE STANDARD (OLD CHAMPUS PROGRAM) PATIENT PAYS PATIENT PORTION
        - INPATIENT CARE ON A REIMBURSABLE BASIS
   - POLICY REQUIREMENTS: WHEN IMS HAS FINANCIAL RESPONSIBILITY FOR PAYMENT OF HEALTH CARE COST FOR ACCOMPANYING FAMILY MEMBERS IN MOST CASES PROOF OF INSURANCE FOR INPATIENT CARE ONLY WILL BE REQUIRED.
(2) FOR IMS FROM A COUNTRY WITH A RECIPROCAL HEALTH CARE AGREEMENT (RHCA)
   - THERE ARE CERTAIN COUNTRIES WITH A RECIPROCAL HEALTH CARE AGREEMENT BETWEEN THE U.S. AND THAT COUNTRY.  THE SPECIFICS VARY FROM AGREEMENT TO AGREEMENT; HOWEVER, RECIPROCAL AGREEMENTS DO "NOT" PROVIDE FOR MEDICAL CARE FOR CIVILIAN IMS; FOR PARAMILITARY IMS; AND SOME DO NOT COVER FAMILY MEMBERS OF AN IMS.
   - POLICY REQUIREMENT:
      - WHEN FAMILY MEMBERS ARE COVERED BY THE RHCA: SHOW PROOF OF MEDICAL INSURANCE FOR CIVILIAN HEALTH CARE.
      - WHEN FAMILY MEMBERS ARE NOT COVERED BY THE RHCA: SHOW PROOF OF MEDICAL INSURANCE FOR ALL HEALTH CARE.
E. COPIES OF IMMUNIZATION RECORD AND PHYSICAL EXAMINATION, TO INCLUDE COPY OF MEDICAL CERTIFICATION, HIV TEST AND RADIOLOGY REPORT OF CHEST X-RAY MUST ACCOMPANY IMS AND AUTHORIZED ACCOMPANYING FAMILY MEMBERS.
F. REQUIREMENT, EFFECTIVE IMMEDIATELY, TO INCLUDE FOLLOWING STATEMENT IN THE ITO REMARKS SECTION: "MEDICAL EXAMINATION, TO INCLUDE HIV TEST, WAS COMPLETED ON MM/DD/YYYY. PROGRAM REQUIREMENTS HAVE BEEN COMPLIED WITH." NOTE: DSCA WILL WORK TO UPDATE APPLICABLE REGULATIONS TO REFLECT THIS CHANGE.
G. CHEST X-RAY REQUIREMENT: IF AN INDIVIDUAL NEEDS TO TRAVEL TO THE U.S. FOR TRAINING MORE THAN ONCE IN A 12 MONTH PERIOD AND THE CHEST X-RAY PRIOR TO THE INITIAL TRAINING PERIOD IS DOCUMENTED TO HAVE BEEN NEGATIVE FOR ACTIVE DISEASE, A REPEAT CHEST X-RAY(S) IS NOT REQUIRED UNLESS THE INDIVIDUAL HAS SYMPTOMS OR A CLINICAL EXAMINATION WHICH IS SUSPICIOUS FOR A PULMONARY (LUNG) PROBLEM. NOTE: DSCA WILL WORK TO UPDATE APPLICABLE REGULATIONS TO REFLECT THIS CHANGE.

5. FUTURE IMS MEDICAL POLICY INITIATIVES: CURRENTLY IN-WORK.
A. STANDARD DOD APPROVED MEDICAL HISTORY AND PHYSICAL EXAMINATION FORMS. DSCA WILL CONDUCT TEST, IN SELECTED COUNTRIES, THE USE OF DD FORM 2807 MEDICAL HISTORY AND DD FORM 2808 PHYSICAL EXAMINATION. COMPLETED F! ORMS WILL ACCOMPANY IMS TO THEIR CONUS TRAINING INSTALLATION FOR A ONE YEAR PERIOD AND THEN IMPLEMENT WORLDWIDE IF SUCCESSFUL.
B. FINAL REVIEW, STAFFING AND PROMULGATION OF THE MEDICAL POLICY HANDBOOK FOR THE SECURITY ASSISTANCE COMMUNITY.

6. THIS POLICY MESSAGE WAS COORDINATED WITH STATE/PM, OSD/HA, SERVICE SURGEON GENERAL OFFICES, UNIFIED COMMANDS AND MILDEPS. 7. POCS FOR THIS POLICY MESSAGE ARE BRION MIDLAND/DSCA/P3-P2 (UNCLAS) E-MAIL: BRION.MIDLAND@OSD.PENTAGON.MIL (ALL LOWER CASE) AND SONJA RUMSEY, INTERNATIONAL HEALTH CARE CONSULTANT, DEFENSE INSTITUTE OF MEDICAL OPERATIONS (DIMO), (UNCLAS) E-MAIL: SRUMSEY@WORLD-NET (ALL LOWER CASE).
BT #8100

# CLARIFICATION OF BAGGAGE ALLOWANCES

For a complete .pdf version of this DSCA Policy Memo go to this website:

http://www.dsca.mil/samm/policy_memo.htm

and look for this memorandum

DSCA 04-06, Clarification of Baggage Allowances for International Military Students (IMSs), 5 Feb 04

++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
++

<div align="right">
In reply refer to:<br>
I-O4/000999-P2
</div>

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Clarification of Baggage Allowances for International Military Students (IMSs)
(DSCA Policy Memo 04-06)

The Security Assistance Management Manual (SAMM) (Table C 1 O. T9.) provides specifics regarding authorized baggage allowances for IMSs. The number of bags authorized depends on the duration and type of training. The weight allowance for each bag is 70 pounds.

For travel within the continental United States (CONUS) most U.S. airlines now limit weight per bag to 50 pounds (vice the previously accepted 70 pounds) (see attached). For international flights the 70-pound weight allowance per bag is still in effect -but students must comply with maximum dimension requirements and personally pay for excess weight over 70 pounds.

IMSs traveling on an international ticket from their country of origin directly to their training facility should not be required to fund excess baggage unless they have been authorized extra bags or exceed the 70-pound limit per bag. The rules for international tickets, including the 70 pound baggage allowance, apply from the point of origin to the point of destination. For example, if a student flies from Bangkok to Los Angeles, and then transfers planes to go on to San Antonio as the final destination, the 70-pound weight allowance is applicable from Bangkok to San Antonio. No excess weight fees will be charged at Los Angeles if a student's bag is within the airlines limits for international travel.

IMSs attending training at different facilities in the United States and taking CONUS air transportation between the training facilities, will be authorized excess baggage weight expenses up to the 70-pound weight limit per authorized bag. Payment for these charges can be done through Miscellaneous Charge Orders (MCOs) or through student reimbursement.

Airlines ceased accepting government excess baggage vouchers on 1 October 2003, but now accept MCOs to pay for extra bags and excess weight (over 50 pounds) on CONUS flights. An MCO is a coupon used at various travel industry companies as a general-purpose voucher for their services. If a specific service charge (such as excess baggage) is indicated on the MCO, use is limited to that service. MCOs have no expiration date, are non-transferable, and valid identification is required for use. The travel office arranging the ticket for the IMS can issue an MCO for the excess baggage costs, if they are authorized (sample MCO attached).

In lieu of using an MCO, the student may pay for the excess baggage and seek reimbursement as follows:
1. The IMS can go to the airport in advance, pay for the excess baggage, and take the receipt to the International Military Student Officer (IMSO) in time for the charges to be included with the student's final pay voucher; or,

2. The IMS can pay for the excess baggage at the airport, retain the receipt, and collect reimbursement upon arrival in their country of origin.

In addition to baggage weight restrictions, some airlines impose an excess baggage embargo that restricts excess baggage to select international destinations. These embargos are generally limited to destinations in Central and South America and the Caribbean during the summer.  SAOs and IMSOs working with students in the Southern Command area of responsibility should advise IMSs of these embargos.

Due to the stated changes in airline baggage rules, it is recommend that IMSOs brief IMSs about excess baggage rules and embargos, include airline information in their IMSO Web administrative information, and work with their airline ticket offices to use the MCO method to pay for authorized excess baggage.

The DSCA point of contact for this issue is Ms. Dawn Burke at ph. (703) 601-3864 or e-mail dawn.burke@dsca.mil.

//SIGNED//
Richard J. Millies
Deputy Director

Attachment:
(1) CONUS Airline Baggage Allowance Fees
(2) Sample Miscellaneous Charge Order

cc:  SATFA
AFSAT
NETSAF A
MARINE CORPS
USCG-CI
DISAM
SO/LIC

# CHAPTER FOUR

# ENGLISH LANGUAGE TESTING AND TRAINING

---

**QUICK REFERENCE**

---

The DLIELC publication "**English Language Training Support for Security Assistance Offices**" is the first place to look for help with English language training.  You can find a link to this publication at this web site:

**http://www.disam.dsca.mil/itm/References/DLI/DLI-SAOHandbook.pdf**

---

**EXEMPTIONS AND WAIVERS FROM ENGLISH LANGUAGE TESTING AND ORAL PROFICIENCY INTERVIEWS**

---

1.  The U.S. Military Departments establish minimum English language pre-requisites for their schools and countries are expected to meet these standards.  They can conduct English training in their own country, English training in the United States, or a combination.   There are certain countries that can teach English using their own resources without U.S. assistance, and these countries are exempt from some English testing requirements.  Most other countries send their students to DLIELC for English training.  These countries are divided into groupings based upon their recognized ability to teach English.   SECDEF//DSCA// message DTG 302157Z OCT 03 is the current reference for English testing waivers.

2.  These countries are exempt from all English testing and Oral Proficiency Interview (OPI) requirements:

Ireland                     Malta                        United Kingdom

3.  These countries are waived from <u>in-country English Language Comprehension Level (ECL) and Oral Proficiency Interview (OPI) testing</u>.  Their students will be tested at the first CONUS training location.

| | | | | |
|---|---|---|---|---|
| Austria | Denmark | Germany | Luxembourg | Sweden |
| Belgium | Finland | Israel | Netherlands | Switzerland |
| Botswana | France | Italy | Norway | |

4.  The following countries are exempt from <u>in-country ECL testing only</u>:

| | | | | |
|---|---|---|---|---|
| Gambia | Malawi | Sierra Leone | Swaziland | Zambia |
| Ghana | Nigeria | South Africa | Uganda | Zimbabwe |

5.  The following countries are exempt from <u>in-country OPI testing only</u>.  Students from these countries will be telephonically OPI tested at their first CONUS training location.  SAOs may selectively schedule an OPI when they believe it might be warranted to verify a student's oral skills prior to reporting for CONUS training

Greece                     Portugal                     Spain

6.  These countries are considered capable or training to a 55 ECL with national assets.  Students from these countries must have <u>a minimum ECL of 55</u> before reporting to DLIELC for further English language training.

| | | | | |
|---|---|---|---|---|
| Cameroon | Greece | Lithuania | Romania | Tanzania |
| Chad | Hungary | Morocco | Senegal | Tunisia |
| Croatia | Latvia | Namibia | Slovakia | Turkey |
| Czech Republic | Lesotho | Poland | Slovenia | Ukraine |
| Estonia | Liberia | Portugal | Spain | |

7. These countries are acknowledged as not yet having a viable in-country English training program and may send students with less than a 55 ECL to DLIELC for English training

| | | | |
|---|---|---|---|
| Albania | Burkina Faso | Gabon | Mozambique |
| Algeria | Burundi | Georgia | Russia |
| Angola | Cape Verde | Guinea | Rwanda |
| Armenia | Central African Republic | Guinea Bissau | Serbia & Montenegro |
| Azerbaijan | Congo (Brazzaville) | Macedonia | Sao Tome & Principe |
| Benin | Cote D'Ivoire | Mali | Togo |
| Bosnia-Herzegovina | Dem Rep of Congo | Mauritania | |
| Bulgaria | Equatorial Guinea | Moldova | |

## IN-COUNTRY ENGLISH LANGUAGE TRAINING PROGRAMS

1. The best explanation of in-country English Language programs, planning and US assistance can be found at this web site:

**http://www.dlielc.org/overseas_programs/index.html**

2. The Security Assistance program is prepared to help a country develop its own English teaching capability as explained below.

a. The "**English Language Training Support for Security Assistance Offices"** catalog explains in-country programs and provides detailed instructions about ordering English Language hardware.  Start-up costs for in-country programs are expensive and require the following:

(1).  **Facilities:**  This is a national responsibility and not funded from IMET.  Most countries usually do not have adequate facilities and must expend national funds to build new facilities or upgrade current ones.

(2).  **Hardware:**  A 10 position Audio Active Language Laboratory System (AALL) with an Audio-visual Kit costs about $20,000.  See Page 4-3 of this guide for guidance on cost, and how to program and order a language laboratory.

(3).  **Software (Instructor & Student materials):**  The cheapest part of the program, it still costs a minimum of $15,000 to purchase the tapes, books, interactive multimedia CDs, and other publications necessary to start an in-country training program.  See Page 4-9 of this guide and DLIELC's **"2005 Catalog of Materials, Courses and Support** " for details.  In addition to the initial acquisition, countries need to plan for replenishment on a regular basis.

> **NOTE:   An English language laboratory is only one part of a complete in-country English program. English instructors and English language training materials are equally as important as an English lab and must be included in any English program planning and procured separately.  Training for instructors and English teaching materials are available from DLIELC and programmed in your Air Force IMET or FMS training program via AFSAT.**

(4).  **Instructors:**  A country usually needs at least two to three language instructors.  Depending on ECL of the prospective language instructor, it can cost as little as $15,000 (tuition, travel, and living allowances) and as much as $25,000 to train someone at the Basic Language Course (MASL ID D177007).

(5).  **DLIELC Language Training Detachment (LTD):**  A one-person LTD costs about $125,000 per year (or more, depending upon various factors) if the country wants a qualified DLIELC member to manage the in-

country language program.

b.  An in-country language-training program is a sound investment.  In the long term it can save a country SA and national funds.  It is not cheap, requires proper planning, and is best implemented over a two-three year period.

c.  General information about in-country English language training programs is also included in "**English Language Training Support for Security Assistance Offices"** You will find a helpful checklist of questions which should be asked by SAOs when planning or supporting an in-country English language training program, various planning factors for ensuring successful in-country programs, and information on English language training assistance offered by DLIELC.  Assistance offered by DLIELC is available for programming to aid you in your planning for or support of in-country programs.  These services include English language survey mobile training teams (MTTs), pre-deployment surveys, operational MTTs and Language Training Detachments, which can be PCSed for one or more years.

---

### ENGLISH LANGUAGE LABORATORIES

---

1.  Questions concerning ordering English Language Labs should be addressed to Mr. John Allen at the U.S. Army Communications & Electronics Command (CECOM).   See Page 1-2.

2.  Approximate costs for buying English Language Laboratories and associated equipment is provided below.  Mr. Allen at CECOM can provide you exact cost information, for training aids (hardware), site survey, and installation.

3.  Effective 17 May 2004 GEL Systems, Inc. ceased accepting delivery orders from the U.S. Army for English language labs, and spare parts packages for existing labs. Effective 30 September 2004 GEL Systems Inc. went out of the language lab business.  CECOM is now the provider of English language labs via Tobyhanna Army Depot (TYAD).  The new labs, as explained below, meet all training requirements established by DLIELC.

a.  Analog Audio-Active Language Laboratory (AALL).  This system replaces GEL level  II & III labs.  The AALL is a 'turn-key' language lab system (on board power supply and furniture included) with a two-year guarantee for hardware.  The AALL meets or exceeds DLIELC requirements for form, fit, and function.  It is an easy to learn, user friendly, durable language laboratory and can be programmed to accommodate from five to 60 positions.  The Audio Visual Kit (AV KIT) consists of 2 each 25 inch televisions, 1 each 14 inch television for the instructors console, multisystem VCR, 2 each 48 inch tall TV carts, and required cabling. The table below shows the pertinent programming data and approximate cost for various AALL/AVKIT configurations. Prices are FY04 prices, current prices can be accessed at the DISAM International Training Management Website:

**http://www.disam.dsca.mil/itm/Functional/Eng_Lang_Labs.htm**

| ITEM | PART NUMBER | MODEL | DESCRIPTION | PRICE |
|---|---|---|---|---|
| 1 | AALL-05 | AALL05 | 5 Position Audio-Active Language Lab | $17,300 |
| 2 | AALL-10 | AALL10 | 10 Position Audio-Active Language Lab | $21,800 |
| 3 | AALL-15 | AALL15 | 15 Position Audio-Active Language Lab | $26,400 |
| 4 | AALL-20 | AALL20 | 20 Position Audio-Active Language Lab | $31,000 |
| 5 | AALL-25 | AALL25 | 25 Position Audio-Active Language Lab | $35,300 |
| 6 | AALL-30 | AALL30 | 30 Position Audio-Active Language Lab | $40,200 |
| 7 | AALL-40 | AALL40 | 40 Position Audio-Active Language Lab | $48,900 |
| 8 | AALL-01 | Add –On | 1 Student Position Add-on | $900 |
| 9 | AVKIT-01 | AVKIT01 | Audio Visual Kit | $2700 |

b.  Training Multimedia Language Laboratory (TMLL).  This system replaces the GEL Level IV lab.  The TMLL is a digital language lab which contains application software programmed specifically for language learning

in a structured classroom environment.  The TMLL consists of:  A Local Area Network (LAN) kit, an instructor's console (computer and content server), student consoles (with computer), a digital library, headsets, and furniture for each position (chairs not included).  Prices are FY04 prices.  Current prices can be accessed at the DISAM International Training Management Website (see above).

| ITEM | PART NUMBER | MODEL | DESCRIPTION | PRICE |
|---|---|---|---|---|
| 1 | TMLL-05 | TMLL-05 | 5 Position Multimedia Language Lab | $37,697 |
| 2 | TMLL-10 | TMLL-10 | 10 Position Multimedia Language Lab | $59,808 |
| 3 | TMLL-15 | TMLL-15 | 15 Position Multimedia Language Lab | $79,794 |
| 4 | TMLL-20 | TMLL-20 | 20 Position Multimedia Language Lab | $100,813 |
| 5 | TMLL-25 | TMLL-25 | 25 Position Multimedia Language Lab | $121,891 |
| 6 | TMLL-30 | TMLL-30 | 30 Position Multimedia Language Lab | $142,910 |

c. Language Learning Resource Center (LLRC). The LLRC is a  training aid for countries that are establishing English Language Resource Centers, the LLRC is conducive to independent learning.  The LLRC is procured in increments of five positions only.  It is configured as a Local Area Network (LAN) and may be utilized as a single user Personal Computer (PC) lab. One PC is provided for each position ordered and one additional PC for the Resource Center Instructor.  The configuration promotes group or independent learning.  The LLRC consists of; a laser jet printer, 20" combination TV- DVD-VCR, audio cassette player, and headsets.  Furniture is not included in LLRC base prices.  LLRC furniture may be selected from the LLR accessories list.  Prices are FY04 prices.  Current prices can be accessed at the DISAM International Training Management Website (see above).

| ITEM | PART NUMBER | MODEL | DESCRIPTION | PRICE |
|---|---|---|---|---|
| 1 | LLRC-05 | LLRC-05 | 5 Position Language Learning Resource Center | $16,298 |
| 2 | LLRC-10 | LLRC-10 | 10 Position Language Learning Resource Center | $26,777 |
| 3 | LLRC-15 | LLRC-15 | 15 Position Language Learning Resource Center | $36,708 |
| 4 | LLRC-20 | LLRC-20 | 20 Position Language Learning Resource Center | $46,589 |

d. LLRC Accessories. LLRC accessories are optional for country to purchase. The LLRC Instructor Console (IC) is a 48-inch (120cm) desk.  Student Console Furniture is procured in increments of five positions only.  This is a 36-inch (90cm) student desk with side dividers and clear plexi-glass front panels.  The Modular Access Point is a router permitting the network to access the Internet (Internet access is a country responsibility).

| ITEM | PART NUMBER | MODEL | DESCRIPTION | PRICE |
|---|---|---|---|---|
| 1 | COM428-48 | ICFurn | Instructor Console Furniture | $595 |
| 2 | R34236PGXS/A | SCFurn | Student Console Furniture (5 each) | $2,989 |
| 3 | 2600 | Router | Modular Access Point (MAP) | $2,715 |

**HOW TO OBTAIN ENGLISH LANGUAGE LABS**

1. Select the size and type of lab the country requires.  Ensure the country can support the type of lab chosen technologically, and that the room/building in which the lab will be installed has the necessary power and air conditioning needed to support the lab hardware.

2. Program lab with Security Assistance Training Field Activity (SATFA) as a dollar line (cost of the lab) in your Army IMET program using the MASL ID TABLE shown below.  Tell SATFA what you want.  FOR EXAMPLE: "Country wants a 30 position, AALL".  The MASL ID for labs is dependent upon what you order.  In the example above, the MASL ID is BAALL30 for the basic lab.  Check Training Management System (TMS) for other Military Articles Services List  (MASL) Ids, use the language lab MASL table below as a guide.

3.  Program "Packing, Crating, and Handling" using the MASL ID TABLE shown below.  These are the charges necessary to pack and ship the lab to your country.  The MASL ID is "B00PCHT".  This is normally 25% of the purchase price of the lab.  Current policy is to air ship labs to countries.  If it is not possible, or desirable, to ship a lab by air then you must advise SATFA, USASAC and CECOM of the preferred shipping method.

4.  Program a Lab installation with SATFA using the MASL ID TABLE shown below. The installation should be programmed in the FY IMET program you expect the lab to be installed in your country.  Use MASL ID B307010.  Cost for an installation team depends upon the requirement.  Currently, Tobyhanna Army Depot personnel and contractor personnel are performing lab installations.  Although the exact cost will vary from country to country, an installation quote can be obtained from CECOM via email john.allen5@us.army.mil, received within ten days after request.

| Language Lab MASL ID Table | | | | | |
|---|---|---|---|---|---|
| **LAB** | **PRICE_YR** | **MASL_ID** | **LOC** | **IMET_COST** | **PART NUMBER** |
| AUDIO ACTIVE LANGUAGE LAB, 5 POS | 2004 | BAALL05 | BA2 | $ 17,300.00 | AALL-05 |
| AUDIO ACTIVE LANGUAGE LAB, 10 POS | 2004 | BAALL10 | BA2 | $ 21,800.00 | AALL-10 |
| AUDIO ACTIVE LANGUAGE LAB, 15 POS | 2004 | BAALL15 | BA2 | $ 26,400.00 | AALL-15 |
| AUDIO ACTIVE LANGUAGE LAB, 20 POS | 2004 | BAALL20 | BA2 | $ 31,000.00 | AALL-20 |
| AUDIO ACTIVE LANGUAGE LAB, 25POS | 2004 | BAALL25 | BA2 | $ 35,300.00 | AALL-25 |
| AUDIO ACTIVE LANGUAGE LAB, 30 POS | 2004 | BAALL30 | BA2 | $ 40,200.00 | AALL-30 |
| AUDIO ACTIVE LANGUAGE LAB, 40 POS | 2004 | BAALL40 | BA2 | $ 48,900.00 | AALL-40 |
| AUDIO VISUAL KIT | 2004 | BAVKIT0 | BA2 | $ 2,700.00 | AVKIT-01 |
| 1 STUDENT POSITION ADD-ON | 2004 | TBD | BA2 | $ 900.00 | AALL-01 |
| DIGITAL MULTIMEDIA LANGUAGE LAB, 5 POS | 2004 | BTMLL05 | BA2 | $ 37,697.00 | TMLL-05 |
| DIGITAL MULTIMEDIA LANGUAGE LAB, 10 POS | 2004 | BTMLL10 | BA2 | $ 59,808.00 | TMLL-10 |
| DIGITAL MULTIMEDIA LANGUAGE LAB, 15 POS | 2004 | BTMLL15 | BA2 | $ 79,794.00 | TMLL-15 |
| DIGITAL MULTIMEDIA LANGUAGE LAB,20 POS | 2004 | BTMLL20 | BA2 | $ 100,813.00 | TMLL-20 |
| DIGITAL MULTIMEDIA LANGUAGE LAB, 25 POS | 2004 | BTMLL25 | BA2 | $ 121,891.00 | TMLL-25 |
| DIGITAL MULTIMEDIA LANGUAGE LAB, 30 POS | 2004 | BTMLL30 | BA2 | $ 142,910.00 | TMLL-30 |
| LANGUAGE LEARNING RESOURCE CENTER, 5 STATION | 2004 | BLLR05A | BA2 | $ 16,298.00 | LLRC-05 |
| LANGUAGE LEARNING RESOURCE CENTER, 10 STATION | 2004 | BLLR10A | BA2 | $ 26,777.00 | LLRC-10 |
| LANGUAGE LEARNING RESOURCE CENTER, 15 STATION | 2004 | BLLR15A | BA2 | $ 36,708.00 | LLRC-15 |
| LANGUAGE LEARNING RESOURCE CENTER,20 STATION | 2004 | BLLR20A | BA2 | $ 46,589.00 | LLRC-20 |
| INSTRUCTOR CONSOLE FURNITURE (1 EACH) | 2004 | BICOPTA | BA2 | $ 595.00 | COM428-48 |
| STUDENT CONSOLE FURNITURE (5 EACH) | 2004 | BSCOPTB | BA2 | $ 2,989.00 | SCFURN |
| ROUTER/MODULAR ACCESS POINT (1 EACH) | 2004 | BROUTER | BA2 | $ 2,715.00 | 2600/ROUTER |
| LABORATORY INSTALLATION | 2004 | B307010 | BA2 | $ TBD | INSTALL |

5. Once everything is programmed, it will look like this on your STL:

| IA | WCN | MASL | TITLE |
|---|---|---|---|
| B | 0090A | BAALL30 | AALL 30 POS |
| B | 0090B | BAVKIT0 | LANG LAB A/V PACKAGE |
| B | 0090C | B00PCHT | LANG LAB SHIPPING/HANDLING |
| B | 0091I | B307010 | TAT-LANGUAGE LAB INSTALL |

6.  After determining what is needed and getting it programmed through SATFA, you will need to generate an

Initiation for Requisition of Requirement email. This document authorizes CECOM to contract the sole producer of the language labs to begin building. Without this email, the process will not begin. A template of the format follows.

```
AMEMBASSY
CDRUSASAC NEW CUMBERLAND PA//AMSAC-OE-CB//
INFO SECDEF WASHINGTON DC//USDP/DSCA-PDP//
DIR SATFA FT MONROE VA//ATFA-R//
CDRUSACECOM FT HUACHUCA AZ//SAMD-HUA//
CDRUSACECOM FT MONMOUTH NJ//AMSEL-LC-SA-CCA//
HQ USEUCOM VAIHINGEN GE//ECJ4-ID//

SUBJECT: REQUEST FOR INITIATION OF REQUISITIONS FOR LANGUAGE
LABORATORY EQUIPMENT
REF:
1. AMEMBASSY (INSERT EMBASSY'S NAME) ON BEHALF OF (INSERT COUNTRY OR
INTERNATIONAL ORGANIZATION NAME) REQUESTS THE FOLLOWING EQUIPMENT IN SUPPORT
OF THE IMET ENGLISH LANGUAGE TRAINING PROGRAM:

A. ONE EACH 30-POSITION, AUDIO ACTIVE LANGUAGE LABORATORY, RCN LT24, PART
NUMBER AALL-30, UNIT COST $40,200.00.

B. ONE EACH AUDIO VISUAL PACKAGE, PART NUMBER AVKIT-01, UNIT COST $2,700.00,
TOTAL COST: $2,700.00.


C. PACKING, CRATING, HANDLING, AND TRANSPORTATION, PART NUMBER PCH&T, UNIT
COST $10,725.00/TOTAL COST: $10,725.00.

3. SHIP TO:

   IN-COUNTRY POC NAME:  AND TELEPHONE NO:

4. MARK FOR ADDRESS:

5. BOTH THE HOST GOVERNMENT AND THE US EMBASSY IN (INSERT COUNTRY'S NAME)
ACKNOWLEDGE THAT THIS IS A SOLE SOURCE PROCUREMENT. A COPY OF THIS MESSAGE
WILL BE SENT TO (INSERT FOREIGN LIAISON OFFICER IN-COUNTRY OR FOREIGN SERVICE
NATIONAL'S NAME OR FOREIGN GOVERNMENT MILITARY OR CIVILIAN REPRESENTATIVE).

6. EMBASSY POCS FOR THIS REQUEST ARE (INSERT EMBASSY POC'S NAME AND/OR
TRAINING REPRESENTATIVE): EMBASSY PHONE: (INSERT EMBASSY PHONE NUMBER);
EMBASSY FACSIMLE (INSERT EMBASSY FAX NUMBER); OR E-MAIL (INSERT E-MAIL
ADDRESS).
```

7. When submitting your requisition ensure you provide CECOM and USASAC an exact shipping address. Don't use a mailing address. The lab will be sent by a commercial freight carrier to your country just like any other freight, such as your household goods. For example:

    SHIP TO:     Embassy of the United Sates of America
                 242 Constitution Avenue
                 Lisbon, Portugal
    MARK FOR:   Political Officer, American Embassy Lisbon

8.  If you have any doubts check with your embassy Admin or General Services Officer for an exact "SHIP TO", "MARK FOR" address.

9.  Country can expect delivery of the lab no later than 180 days after CECOM receives funds for the requirement. Notification of schedule for approximate delivery date will be provided to country 21 days after receipt of funds.

## WHAT TO DO WHEN THE LAB ARRIVES IN YOUR COUNTRY

When the lab arrives you need to send an email to CECOM telling them it has arrived, how many crates arrived and their condition.  After you've verified all lab components have arrived and that nothing in damaged verify that the country facility where the lab will be installed is ready for the installation.  Once you have done this you are ready to ask CECOM to install the lab.

## HOW TO GET CECOM TO INSTALL THE LAB

1.  First thing is to program a Lab Installation Team in the fiscal year IMET program in which the lab will actually be installed.  The MASL ID and description for the installation team are: B307010, TAT-LANGUAGE LAB INSTALL.  Although the exact cost will vary from country to country, a quote can be requested from CECOM and received within ten days.

2.  Prior to programming the lab ensure the country has selected an adequate facility for the lab.   If not, then you need to push them to prepare an adequate facility (See the DLIELC publication the "**English Language Training Support for Security Assistance Offices**" for a list of facility specifications for the lab.

3.  Once the lab has been programmed and the facility is in order then you're ready to "Call-up" the installation team.  Use the call-up message format below to request the install, provide as much information as possible, and send to CECOM.  In addition, provide acceptable dates for the install of the lab for your host country.

| Call-up Message Format for Security Assistance Team (SAT) Format. |
| --- |
| (COUNTRY NAME HERE) |
| Submit requests for SATs to CECOM in the following format.  If not all information is available; fill in to the extent possible. |
| a.  SAT identification.  English Language Learning Center (LLC) Installation TAT |
| b.  Security clearance. __Unclass_ |
| c.  Mission.  1 ea AALL_ with _30_ workstations, and 1 each 5 position LLRC. |
| d.  Summary of host country capabilities. Minimal hardware and electronic stores available for basic hardware and electronic needs. |
| e.  Interpreter support.  No, if required will be provided at no expense |
| f.  Lab locations. _____ .  Distance between facilities way |
| g.  Desired in-country arrival date. 1-6 weeks after language equipment/supplies have been received and cleared. |
| h.  Types of quarters available. Commercial hotels (Sheraton/Hilton).  Within per diem rates |
| i.  In-country transportation. Official travel to and from duty location will be provided by Embassy charged to IMET case.  Personal travel will be paid out of personal expenses.  Taxi's are readily available. |
| j.  Facilities for medical, dental, shopping, dining availability. _____ . |
| k.  Confirmation of country team approval.  Have not received Country Clearance Request |
| **i.  Additional information:** |
| (1)   Where is the equipment located? (To be shipped).  How long has the equipment been in country? N/A.  Please provide complete street address of the facility? |
| (2)   The facilities that will contain the LLRC/AALL, how long ago was it constructed (or refurbished)? N/A |
| (3)   Can you provide pictures/plans or drawings of the installation site? |
| (4)   What floor is the lab to be located on? If the installation is on other than a ground floor, what are the stairwell measurements?   What are the room dimensions of where AALL/LLRC are to be installed?   Are there any protrusions into the room?     Where are the windows located?   How do they open?   What are the door |

| |
|---|
| measurements and how do they open?  Does the facility have air conditioning? |
| (5)   What does the floor and ceiling material consist of? |
| (6)   What type of power is available?   Where are the electrical outlet locations within the room?  What type of lighting does the room have?  Do you consider the power consistency reliable? Is the facility networked up for LAN /ISP connection? |
| (7)   Theater clearance, Visa, and immunization requirements for civilians. _____ If Visa is required, can planeside Visa be issued?  Is an entrance or exit fee for tourist passports?  Include, if applicable, information on sensitive areas, subjects to avoid, taboos, and personalities involved.  Provide additional data such as availability of monetary facilities in-country for converting personal funds, cashing checks, using credit cards, etc. |
| FORCE PROTECTION STATUS?. |
| |
| SAO Point of Contact. |
| DSN:   Comm:    Unclassified Fax: |
| Mailing: |
| |
| **CECOM POC**: |
| John B. Allen |
| AMSEL-LC-SA-CCA |
| COMM (732) 532-8617 |
| DSN 992-8617 |

4. Once the installation team has completed the installation they will present a certificate of completion to the authorized country representative, certifying completion of the installation process. The certification of installation is an evaluation of the whole installation process. Deficiencies regarding the lab and the installation process should be noted on this form. The authorized country representative and the installation team leader must sign the form concurring that the installation process was satisfactory, or unsatisfactory with deficiencies noted.

5. The lab process is now complete.

---

### HOW TO OBTAIN ENGLISH LANGUAGE TRAINING MATERIALS

---

1.  Refer to DLIELC's **2004 Catalog of American Language Course Materials, DLIELC Courses and Support,** for a complete listing of DLIELC materials. The materials can be ordered for in-country English language training programs.  In addition to descriptions of course materials, this catalog contains the following:

    a.  Instructions for ordering DLIELC materials on an FMS case (p. 58) or through the IMET program (p. 61).

    b.  Instructions for completing the DoD requisition form (DD-1149) for an FMS order (p. 59) or an IMET order (p. 62).

    c.  A blank requisition form (DD-1149) on p. 65.

    d.  Additional ordering instructions on p. 64.

    e.  A blank copy of the special DLIELC order form on pages 67-93.  This form will make ordering DLIELC materials faster and easier.  In addition to the form in this booklet, this order form is available as an EXCEL spread sheet and can be downloaded from DLIELC's web site: http://www.dlielc.org/courses/courseware_catalog.html.

2.  You need to consider the following when ordering DLIELC materials:

    a.  The English Comprehension Level (ECL) the country wants to achieve with its training program.  This will determine how many "Books" to order (each book achieves a certain ECL).  For example, Books 1-18 are designed to enable students to reach a 60 ECL.  Books 19-24 are designed to train students to an ECL of 70.

b.  The number, size, and location of the facilities (language labs) that will be supported.

c.  The number of instructors to be supported.   One set of instructor materials per instructor should suffice; instructors can use their textbooks repeatedly.  The country usually keeps student texts in the lab or classroom, but they tend to "walk off".  You should have a "fudge factor" for student texts.  If 15 students are normally in training, then order 20 sets of student texts.

d.  Whether classes are held for several hours daily or only a few hours each week.  The ALC General English Intensive Materials (DLIELC Catalog, pp. 3-22) are appropriate in the first instance.  In the second, the General English No intensive Materials (DLIELC Catalog, pp. 23-26) are better suited to the country's needs.

e.  Also order Language Lab Activities texts and tapes, American Language Course Placement Test (ALCPT) kits, and DLIELC answer sheets.  American Military English Course (AMEC) texts, a selection of Specialized English Training (SET) materials, and reference materials are also available.

3.  Program training materials with AFSAT as a dollar line (cost of the materials) in your Air Force IMET program as MASL ID DBKPUBO.  Program "Packing, Crating, and Handling" charges necessary to pack and ship the materials to your country with as MASL ID D00PCHT.  For air shipment, this is normally 22% of the purchase price of the materials.  Current policy is to air ship materials to countries.  If this is not possible or desirable, you must advise AFSAT and DLIELC of the preferred shipping method.  Current programming procedure is to program the materials and PCH&T charges in the same fiscal year.

| D | 0003A | AF BOOKS/PUBS/OTHER | $17,000 | B | 4 | 0001 |
| D | 0003B | AF BOOKS/PUBS/OTHER | $17,000 | B | 4 | 0001 |
| D | 0004A | AF PCKG/CRATING/SHIPPING | $3,400 | B | 4 | 0000 |
| D | 0004B | AF PCKG/CRATING/SHIPPING | $3,400 | B | 4 | 0000 |

4.  Prepare the requisition (DD 1149) and send to:
     AFSAT/TOC
     315 J STREET WEST
     RANDOLPH AFB TX 78150-4354

5.  Make sure your requisition has the exact shipping address for the materials.  Don't use a mailing address.  The materials will be sent by a commercial freight carrier to your country just like any other freight.

6.  If you have any doubts check with your embassy Admin or General Services Officer for an exact "SHIP TO", "MARK FOR" address.

## HOW TO PROGRAM THE CORRECT AMOUNT OF ENGLISH LANGUAGE

This chart was extracted from DLIELC 1025.7, "Planning and Programming Security Assistance English Language Training".  It tells you how many weeks of English language training to schedule based upon the student's current ECL score.  The time required to reach the necessary ECL also includes nine weeks of Specialized English Terminology (SET), which will be specifically oriented towards the student's follow-on training.

| | TO GRADUATE WITH | | | | | | |
|---|---|---|---|---|---|---|---|
| | 60 ECL | 65 ECL | 70 ECL | 75 ECL | 80 ECL | 85 ECL | 90 ECL |
| AND ECL IS | THEN PROGRAM TRAINING FOR THE FOLLOWING NUMBER OF WEEKS | | | | | | |
| 40 to 44 | 18 | 20 | 22 | 25 | 32 | 44 | 58 |
| 45 to 49 | 15 | 17 | 19 | 22 | 29 | 41 | 55 |
| 50 to 54 | 13 | 15 | 17 | 20 | 27 | 39 | 53 |
| 55 to 59 | 11 | 12 | 14 | 17 | 24 | 36 | 50 |
| 60 to 64 | | 11 | 13 | 16 | 23 | 35 | 49 |
| 65 to 69 | | | 11 | 14 | 21 | 33 | 47 |
| 70 to 74 | | | | 13 | 20 | 32 | 46 |
| 75 to 79 | | | | | 15 | 27 | 41 |
| 80 to 84 | | | | | | 20 | 34 |
| 85 to 89 | | | | | | | 21 |

NOTES

1.  Guidance is for students programmed for MASL B/D/P 177009, which includes nine weeks of the SET phase of the ALC.

2.  The ECL test is not designed to discriminate within an ECL range of 0 to 29, Based on DLIELC experience, the average student will progress from zero proficiency level to 30 ECL in about 15 weeks.  The ECL test is of no value in tracking progression during this period.

# CHAPTER FIVE

# <u>SPECIAL EDUCATION & TRAINING PROGRAMS</u>

---

### COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)

---

**1.** The Counterterrorism Fellowship Program (CTFP) is a Title 10 Department of Defense program to assist key countries in the war on terrorism by providing training and education for counterterrorism activities.

 The CTFP allows the Department of Defense to work with countries of critical importance to the war on terrorism. It provides counterterrorism education and training that will have a direct impact on the long-term capabilities and capacity of our friends and allies.  Specifically, the CT Fellowship program is used to bolster the capacity of friendly foreign nations to detect, monitor, and interdict or disrupt the activities of terrorist networks ranging from weapons trafficking and terrorist related financing to actual operational planning by terror groups.  This program will be a key tool for HQ USECUOM to foster regional cooperation and professionalize foreign counterterrorism capabilities to assist in the fulfillment of the command's responsibilities.  The CT Fellowship complements existing assistance programs and fills a current void in the US Government's efforts to provide targeted counterterrorism assistance.  HQ USEUCOM recommends participant countries and individual candidates for the program to the Office of the Secretary of Defense for approval.  OASD SO/LIC oversees the creation of a mixture of mobile and resident institutional courses tailored to the specific need of key countries, and which will advance broader U.S. Government counterterrorism objectives.  Key senior and mid-level military officials are given the tools to effectively build, manage, and sustain counterterrorism programs.  All personnel will be thoroughly vetted consistent with legal requirements regarding human rights issues.

**2.  Country Selection Process**

    a.  Country selection criteria for the CT Fellowship Program:
- Terrorist threat to the country.
- The country's willingness to participate in combined counterterrorism efforts.
- Capability and capacity of military to wage counterterrorism efforts.
- Ability to leverage other existing or planned defense security cooperation programs.
- Country needs and requirements.

    b.  HQ USEUCOM and SO/LIC work from existing priorities documents to create the draft list of countries and, including (but not limited to):
- Unified Command priority countries for command participation in CT related programs.
- Deputy's list of Front Line States in the war on terrorism.
- State Department's list of top tier countries for counterterrorism training and assistance (produced by the Office of the Coordinator for Counterterrorism (S/CT) under their authority as chair of the Training and Assistance Subgroup of the Counterterrorism Security Group).
- The DoD Security Cooperation Guidance.
- DoD leadership guidance.

    c.  SO/LIC allocates CT Fellowship funding among countries on the basis of Department counterterrorism objectives and priorities outlined in the above lists.

    d.  Final CT Fellowship country allocations promulgated to combatant commands for planning and execution.

    e.  Adjustments to the final list are made on a case by case basis under extraordinary (and usually unforeseen) circumstances.

    f.  New countries can be added throughout the year as opportunities present themselves.

**3. School and Course Selection.**

    a. The Counterterrorism Fellowship Program is a critical tool for the Department of Defense to provide education and training to support our friends and allies in their efforts to fight terrorism.

    b. Education and training through the CT Fellowship will focus on the long-term impact of building individual and institutional capacity to fight terrorism inside and outside a country's borders. The CT Fellowship is also used as a tool to influence countries to cooperate with the US and coalition efforts to fight terror.

    c. Courses should develop individual or institutional capacity to support counterterrorism efforts for the selected country.

    d. The emphasis should be on higher level education, rather than tactical training.

    e. All education and training can be executed in US military educational institutions, selected regional centers and in some cases schools located outside the United States.

    f. Preference is given to courses held in the US where foreign students are in the classroom with their peers from the US. Mobile education teams and seminars can be used as a part of a country's balanced CT Fellowship plan.

    g. Existing courses will be used when available and appropriate. When courses are not available, the CT Fellowship may be used to develop new and hybrid programs.

    h. Combatant commands and country teams will propose courses and programs for the CT Fellowship. SO/LIC will provide guidance on the types of courses.

**4. FLAGHIP SCHOOLS & COURSES.** These are currently the schools and courses SO/LIC considers the core of the CTF Program to date. Other courses and mobile education teams are eligible for CTFP funding and should be considered in a country's planning for CTFP participation.

    a. **MASL B-171798: National Defense University School for National Security Executive Education (SNSEE)**

    The NDU program assigns selected foreign officials to graduate accredited courses offered by NDU's School for Senior National Security Executive Education (SNSEE). CT Fellows participate in these seminars and also attend elective courses alongside American counterparts from the military services, DOD, other Executive Branch agencies, and relevant congressional staffs.

    Classes are offered three times a year with courses organized on a semester basis. Classes are scheduled to begin in April, August and January, with a three- week in-processing period. Classes beginning in April will graduate in Dec, the August class will graduate in April and the January class will graduate in August. CT Fellows scheduled for the January class should plan to report in early December.

- The SNSEE is a six-course program will take place over two semesters, for a total of some 30 weeks.
- CT Fellows attend three evening and one day courses each semester.
- Each course will be taught in a seminar setting of some 16 students comparable to a graduate course. The courses will emphasize leadership, logical analysis, understanding alternative viewpoints, and making effective arguments, presentations, and decisions. An understanding of strategic thinking, decision analysis, organizational behavior, and conflict management will be developed through discussions and coursework.
- Courses include outside activities such as class visits to sites such as Joint Forces Command, Gettysburg, and Congress to build understanding of concepts developed in the classroom.
- Specific courses will include:
    - Foundations & Issues of Homeland Defense
    - Nation-building
    - The War On Terrorism
    - Force and Statecraft

- Issues for Defense Organizations and Homeland Security
- Threats and Risks
- Economics and Budgets
- The Role of Law in Counter-Terrorism and Homeland Security
- Military Leadership and Civil-Military Cooperation
- Countering Terror in Different Nations: A Comparative Perspective
- Geostrategy (Regional and Global Politics and Influences)
- Information Operations and Knowledge Management
- Concentrations will be available in Homeland Security and Defense Transformation.

Courses in Counterterrorism Strategy and Policy, and Counterterrorism Operations meet twice a week and often feature experts from national security-related U.S. Government agencies, national capital area think tanks, private companies, and local law enforcement agencies. SNSEE is working toward graduate certification of these courses and expects approval for incoming classes.

Each Fellow is awarded an NDU Counterterrorism Certificate upon successful completion of six required courses and two - four electives. Those who perform satisfactorily and qualify under NDU admission standards may also receive 18-24 graduate credits. NDU is now seeking approval of the CT Fellows' curriculum for a Master's Degree, but does not offer Masters Degrees at this time.

Combatant commands will receive allocations for slots to each class from SO/LIC on a yearly basis. Other countries may participate at their own expense (or through alternative funding, such as IMET), with the endorsement of the Regional Command and the approval of SO/LIC. Class size will be limited to 20 students. CT Fellows will be encouraged to continue contacts with NDU, SNSEE faculty, and other Fellows in an alumni network that will be sponsored by NDU and SO/LIC.

## Administrative Instructions

A university degree (BA/BS degree) and an ECL of 90 are required. NDU TOEFL requirements (score of 207) will have to be met to receive graduate credit plus foreign transcript (BA/BS) accreditation by a national company.

This is an accompanied program. Family members are encouraged to join their spouses. Standard IMET TLA rates of $210 per day (maximum) will apply to CT Fellowship students. The CT Fellowship will pay for all costs associated with participation in the program including travel, tuition, DoD Field Studies program, social receptions, and per diem plus (however, viaticos will not be covered).

### b. MASL P-179018: Civil-Military Responses to Terrorism

This is a two week long course conducted by the Center for Civil-Military Relations (CCMR) at the Naval Postgraduate School in Monterey, California. The key objectives of the course of instruction are to support international understanding of the politico-military components of combating international terrorism and to enhance the capabilities of coalition partners to develop effective short- and long-term programs to combat terrorism that are consistent with democratic principles.

The Civil-Military Responses to Terrorism course provides a thorough understanding of terrorism in all its forms, with considerable emphasis on strategy formulation and international cooperation. The program utilizes case studies and simulation exercises to stimulate thoughtful discussion, providing participants with the insight needed by decision-makers and their advisors to design successful strategies to contain or defeat modern terrorism. The Monterey program is conducted annually in April.

Participating countries are identified by HQ USEUCOM and issued invitations by the Office of the Secretary of Defense. Within each participating country, an even balance of military officers and civilian officials is ideal. Seniority will vary with the size of a country's defense forces, but the course will resonate best with mid-senior grade officials involved in combating terrorism. The `Civil-Military Overseas versions of this course can be delivered to single countries by Mobile Education Teams under MASL#P309069, or to regional groupings of countries under the MASL#P273011.

## Administrative Instructions

An ECL of 80 is required. The course is taught in English.

### c. MASL P-173200: NPGS Curriculum 699, Special Operations Defense Analysis Master's Degree

The course convenes twice a year, in January and June. The Special Operations Curriculum is designed to provide a focused course of study of the conflict spectrum below general conventional war. Graduates of this curriculum will possess a close knowledge of the broad range of factors involved in the planning and conduct of these forms of conflict and a detailed understanding of the role of special operations and related forces in U.S. foreign and defense policy. The curriculum examines the sources and dynamics of inter-state and intra-state conflict, the challenge these forms of conflict have posed and are likely to increasingly pose for U.S. security planning, the doctrinal and institutional evolution of the U.S. special operations community, the recent history of political violence and "small wars" in Latin America, Asia, and the Middle East, the history of irregular warfare, and contemporary perspectives on low intensity conflict resolution. These curriculum specific requirements are

supported by a larger program of study, which provides the graduate with a broad background in the areas of international relations, comparative strategy, the technological revolution in military affairs, and advanced analytical methods.

**Administrative Instructions**

A university degree (BA/BS degree), a TOEFL score of 207 (less than 2 years old) and university foreign transcripts (BA/BS) must be attached with a legend if other than 4.0 score was used. This is an accompanied program. Family members are encouraged to join their spouses. The CT Fellowship will pay for all costs associated with participation in the program including travel, tuition, DoD Field Studies program, social receptions, and per diem plus (however, viaticos will not be covered). Students must report 2 weeks prior to the course for orientation.

---

## CTFP ANNEX TO COMBINED EDUCATION & TRAINING PROGRAM PLAN

Before ASD/SO-LIC will approve a request for CTFP funding the country team must submit a CTFP plan. The format for this plan is shown in Chapter 6 (page 6-14) and your CTFP plan should be submitted as part of your **"Combined Education & Training Program Plan"** to be submitted in March 2005 in preparation for the HQ USEUCOM Training Program Management Review (TPMR).

A CTFP plan is required to justify any special 'out of the box' type counterterrorism education and training program that the country/ODC may develop during the year and submit through HQ USEUCOM to ASD/SO-LIC for approval as an 'out-of-cycle' training event.

If the host country desires to nominate a candidate to participate in one of the 'Flagship' courses mentioned a above a CTFP plan in not required. participatThis plan is required if the cshown here should be part of a country team's over See Chapter 6 and 7 for more detail on the Combined Education & Training Program Plan.
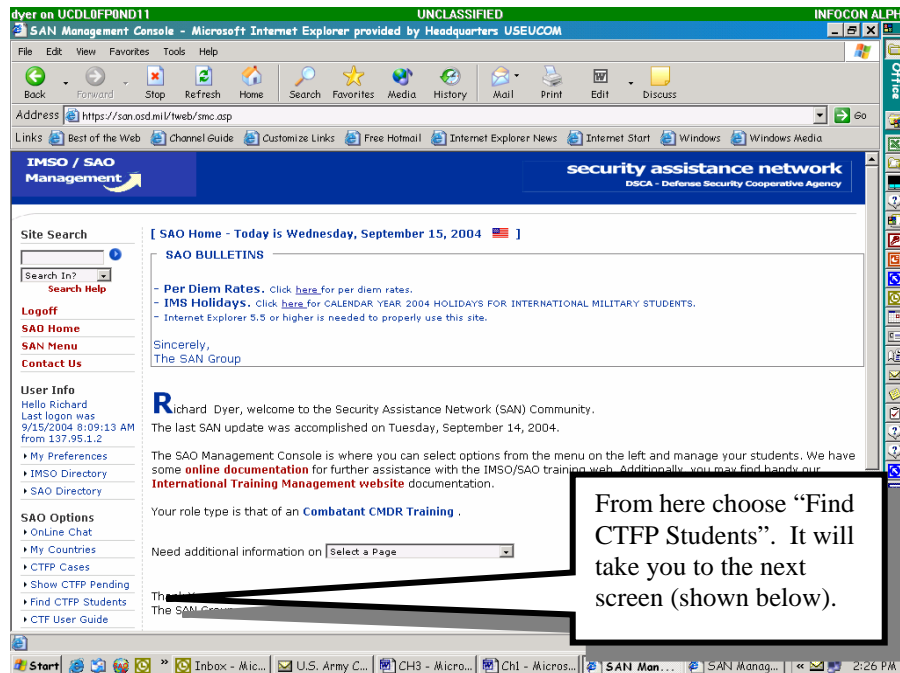
---

## WHAT THE SAO NEEDS TO KNOW ABOUT CTFP

- Not having a CTFP Direct Allocation does not keep a country from getting CTFP funding. If you have a good CT plan submit it through this HQ for SO/LIC consideration for central funding.

- Countries with ASPA restrictions are eligible for CTFP funding.

- CTFP is not a replacement for IMET or IMET "junior". Only legitimate CT oriented courses will be funded with this program.

- CTFP allows the training of civilians whose responsibilities are related to counterterrorism. US personnel may be trained under CTFP if it impacts directly the education and training of CTFP students.

- Lethal training is allowed; however; any CTFP plan must be balanced between academics and tactical training.

- Be creative. Training is not limited to what the SAO finds in TMS.

- CTFP can be used to fund conferences, mobile education teams, mobile training teams, and seminars.

- The candidate submission/approval process is more involved than for Security Assistance (IMET or FMS) training. Therefore no request will be approved if the candidate nomination is submitted with less than 3 weeks before training, for HQ USEUCOM and SO/LIC to process your nomination.

- Because CTFP is Title 10 (DoD) funding, some of its administrative processes are different than IMET Title 22 (DoS) funding. Pay particular attention to paragraph 6D of the DSCA CTFP Implementation Message on page 5-11.

## CTFP CANDIDATE NOMINATION PROCESS

The only acceptable way to nominate individual candidates for CTFP participation is via the electronic nomination process on the SAN.  These are the steps to follow.

1. LOGON to the SAN Web.  From the Main Training Menu choose IMSO and SAO Training Web.  You will get this screen:



From here choose "Find CTFP Students".  It will take you to the next screen (shown below).



From here choose the WCN of the training for which you wish to submit a candidate nomination.  It will take you to the next screen (shown on the next page).

2.  Complete this 'on-line' candidate nomination form with all required information, to include candidate biographic data (via upload), and click 'submit'.  This will create an automatic email notification to both HQ USEUCOM and SO-LIC.  HQ USEUCOM will endorse your candidate (or request additional information if necessary) and submit the nomination to SO-LIC for approval.

---

### [ Regional Defense CTF application for RM/P/B04/9000 ]

SAO submitted on 8/18/2004
Combatant Commander approved on 8/19/2004
CTF approved on 9/1/2004

**Notice: This submittal requires a quick turn around.**

#### Candidate Information

| | |
|---|---|
| Name of candidate: | DIARRA, Oumar |
| CASE / WCN: | B04 / 9000 |
| Country: | MALI (RM) |
| Country Service: | Army |
| ITO#: | |
| Student Type: | Officer |
| Rank: | Captain |
| Branch/Specialization: | Infantry |
| Current position description: | Company Commander in Goundam (North Mali) |
| Expected position upon completion? | Company Commander in Goundam (North Mali) |
| Why is this person being nominated? | Capt Diarra is the company commander of Goundam, a target region for terrorism implantation. MOD believes that the seminar participants will benefit from his experience in fighting against terrorists infiltration. He will also increase his awareness on the aspects of GWOT. |
| Human rights vetting completed? | ⦿ Yes ▢ No  <- (this must be completed) |
| Medical Testing completed? | ⦿ Yes ▢ No  <- (this must be completed) |
| Dependents not authorized. Requesting a waiver? | ▢ Yes ⦿ No |
| Confirmed quota? | ⦿ Yes ▢ No |
| Course Prerequisities met? | ⦿ Yes ▢ No |
| ECL minimum met? | ▢ Yes ⦿ No  ECL Score: [    ]  TOEFL Score: |

#### Course Information

| | |
|---|---|
| Educational Institution: | [not available] |
| Course No: | CT-MET-CMR |
| MASL: | P273011 <-click for more details |
| Title: | MET CT- REGIONAL CIV-MIL |

| | |
|---|---|
| **Report Date:** | 9/12/2004 |
| **Course cost** | $0 |
| **Travel and Living Allowance** | $6,312 |
| **Total Cost** | $6,312 |

## Candidate Upload Information

**File UPLOAD Info:** Oumar Diarra.doc  19968 bytes  application/msword

## Country Submittal Information

**Ambassador approval?** ● Yes ☐ No    <- (this must be completed)

**Country Team approval?** ● Yes ☐ No    <- (this must be completed)

**SAO Brief Remarks**

Combating terrorism is the US Embassy number one priority in Mali. Mali is a soft target, and the potential for terrorism to take root is real. Malian forces have carried out operations against suspected terrorists exploiting northern Mali. But military capabilities are limited. Increased U.S. support through training and provision of material will strengthen the ability of Malian forces to act against terrorists. This seminar will gather military personnel mainly involved in their country CT issues.

## Combatant Command Submittal

**Combatant Command Approved?** ● Yes ☐ No    [ YES generates APPROVED email to ALLCON]

**Combatant Commander Remarks**

Mali is a critical EUCOM regional partner in the war on terrorism and we support this CTFP nomination.

## CTFP IMPLEMENTATION GUIDANCE

**THIS IS THE FIRST CTFP GUIDANCE MESSAGE ISSUED IN MARCH 2003**

```
R 251853Z MAR 03
FM SECDEF WASHINGTON DC//USDP-DSCA//
TO RUFGCIN/HQ USEUCOM VAIHINGEN GE//ECJ4//
RUCAACC/USCINCCENT MACDILL AFB FL//CCJ5-E//
RHHMUNA/CDRUSPACOM HONOLULU HI //J4516/J4517//
RUMIAAA/USCINCSO MIAMI FL//SCJ5-SA//
RUENAAA/NAVY IPO WASHINGTON DC
RUEADWD/DA WASHINGTON DC//DASA/DE&C//
RUEAHQA/OSAF WASHINGTON DC//SAF:IAPX//
RULSMCG/CG TECOM QUANTICO VA//CSW//
RHMFIUU/CG TECOM QUANTICO VA//CSW//
RULSJGA/COMDT COGARD WASHINGTON DC//G-CI//
RUCTPOV/NETSAFA PENSACOLA FL//N-00/N-1//
RHMFIUU/NETSAFA PENSACOLA FL//N-00/N-1//
RUERAIX/DIRSATFA FT MONROE VA //ATFA-RW//
RHMFIUU/DIRSATFA FT MONROE VA //ATFA-RW//
RHWRAAA/AFSAT RANDOLPH AFB TX//CD/TO//
RHMFIUU/AFSAT RANDOLPH AFB TX//CD/TO//
RUVKDVA/COMDT DLIELC LACKLAND AFB TX//LEX//
RUVALAN/DISAM WRIGHT PATTERSON AFB OH//CC/DI//
RHMFIUU/DISAM WRIGHT PATTERSON AFB OH//CC/DI//
PAGE 02 RUEKJCS0888 UNCLAS
RUCBACM/COMSOCJFCOM CDR USJFCOM NORFOLK VA
RUEKJCS/SECDEF WASHINGTON DC//SOLIC//
RUEKJCS/SECDEF WASH DC//USDP-CH//
INFO RUEKJCS/SECDEF WASH DC//USDP-CH//
BT
UNCLAS
SUBJECT: IMPLEMENTATION GUIDANCE FOR REGIONAL DEFENSE COUNTERTERRORISM FELLOWSHIP PROGRAM
A. REFERENCE OUSD//SOLIC 051527Z FEB 03 MESSAGE, SUBJECT: REGIONAL DEFENSE COUNTERTERRORISM
FELLOWSHIP PROGRAM.
1. REFERENCED MESSAGE, FROM OASD(SO/LIC) (THE USDP-ASSIGNED POLICY OFFICE OF PRIMARY
RESPONSIBILITY FOR THE REGIONAL DEFENSE COUNTERTERRORISM FELLOWSHIP PROGRAM - CT FELLOWSHIP
PROGRAM), PROVIDED PROGRAM POLICY GUIDANCE.
2. DSCA, IN ITS USDP-ASSIGNED ROLE AS THE ADMINISTERING AGENCY FOR THE CT FELLOWSHIP PROGRAM,
PROVIDES THE FOLLOWING IMPLEMENTATION GUIDANCE:
A. GENERAL CT FELLOWSHIP PROGRAM GUIDELINES:
(1) TRAINING PROGRAM DEVELOPMENT:
(A) FOLLOW IMET PROGRAM DEVELOPMENT TIMELINE, E.G., USING THE TRAINING PROGRAM MANAGEMENT REVIEW
(TPMR) TO THE MAXIMUM EXTENT POSSIBLE FOR PLANNING AND PROGRAMMING BUDGET AND PLAN YEAR PROGRAMS.
(B) SAOS WILL CLEAR TRAINING/EDUCATION PROPOSALS THROUGH THE COMBATANT COMMANDER (WHICH WILL IN
TURN PASS THE PROPOSED TRAINING/EDUCATION TO SO/LIC FOR POLICY APPROVAL).
(C) FOLLOWING CLEARANCE SAOS SHOULD PASS TRAINING/EDUCATION PROGRAMMING INFO TO MILDEPS FOR ENTRY
ON THE CT FELLOWSHIP TRAINING STL THE SAME WAY IMET TRAINING IS PROGRAMMED OUTSIDE THE TPMR
CYCLE.  SO/LIC SHOULD BE INFOED AND WILL HAVE ACCESS TO THE STLS THROUGH THE SAN WEB.
(2) TRAINING COURSE COSTING:
(A) PRICED USING IMET RATES (EVEN IF THE RECIPIENT COUNTRY DOES NOT RECEIVE IMET FUNDING).
(B) TRAVEL AND LIVING ALLOWANCE (TLA) FACTORS COMPUTED IN THE SAME MANNER AS FOR SECURITY
ASSISTANCE TRAINING WHERE THE PROGRAM FUNDS 100 % OF TLA.
(C) MEDICAL (WILL PAY FOR THE SAME KINDS OF EMERGENCY CARE IMET COVERS); COSTS INCURRED WILL BE
PAID ON A CASE BY CASE BASIS FROM THE PROGRAM ADMINISTRATIVE SET ASIDE.
(D) PROGRAM PAYS ANY CANCELLATION FEES IN ACCORDANCE WITH ESTABLISHED SECURITY ASSISTANCE RULES.
(E) 5 % ADMIN FEE (ASSESSED AGAINST THE PSEUDO CASE VALUE) AS CHARGED FOR OTHER NON-STANDARD
PROGRAMS.
(F) CT FELLOWSHIP PROGRAM PAYS ANY OTHER EXPECTED, OR REASONABLE UNANTICIPATED COSTS INCURRED BY
STUDENTS.
(3) PROGRAM ADMINISTRATION:
(A) PSEUDO CASE BO2 IS TO BE USED FOR THE CURRENT COUNTERTERRORISM FUNDING AUTHORITY AND A NEW
PSEUDO CASE WILL BE ASSIGNED BY DSCA FOR FUTURE COUNTERTERRORISM FUNDING AUTHORITIES.
(B) PSEUDO CASE BO2 WILL BE USED TO CLEARLY IDENTIFY THE LISTED TRAINING AS REGIONAL DEFENSE
COUNTERTERRORISM FELLOWSHIP TRAINING, AND MANAGED USING THE TRAINING MANAGEMENT SYSTEM (TMS) AND
APPLICABLE MILITARY DEPARTMENT TRAINING AUTOMATION SYSTEMS.
(C) PROGRAMED TRAINING WILL BE REFLECTED ON A STANDARDIZED TRAINING LISTING (STL).
(4) STUDENT ADMINISTRATION:
```

(A) CANDIDATES WILL BE IDENTIFIED ACCORDING TO SO/LIC POLICY GUIDANCE AND SELECTED IN ACCORDANCE WITH ESTABLISHED SERVICE / SCHOOLHOUSE GUIDELINES (TO ENSURE OPTIMUM QUOTA ALLOCATION / MANAGEMENT /UTILIZATION).

(B) VETTING WILL BE CONDUCTED BY THE EMBASSY USING THE SAME PROCEDURES AS FOR SECURITY ASSISTANCE TRAINING.

(C) OTHER SCREENING REQUIREMENTS (SUCH AS ENGLISH COMPREHENSION LEVEL TESTING, ETC.) WILL FOLLOW TRADITIONAL SECURITY ASSISTANCE TRAINING PROGRAM PROCEDURES.

(D) SO/LIC REQUIRES AN ADDITIONAL POLICY APPROVAL PROCESS FOR CANDIDATES AFTER THEY HAVE MET THE VETTING, MEDICAL, LANGUAGE, AND OTHER STANDARD REQUIREMENTS. QUALIFIED CANDIDATE NOMINATIONS WILL BE SUBMITTED TO THE COMBATANT COMMAND WHICH WILL ENDORSE AND FORWARD TO SO/LIC AND THE JOINT STAFF FOR FINAL POLICY APPROVAL.

(E) OTHER STUDENT ADMINISTRATIVE REQUIREMENTS WILL BE MET FOLLOWING TRADITIONAL SECURITY ASSISTANCE TRAINING PROCEDURES.

(F) STUDENT TRACKING WILL FOLLOW TRADITIONAL SECURITY ASSISTANCE TRAINING PROGRAM PROCEDURES. ADDITIONALLY, TWO ADDITIONAL REQUIREMENTS ARE AS FOLLOWS:

(1) A CANDIDATE PACKAGE WITH BIOGRAPHICAL SKETCH/RESUME MUST BE PROVIDED TO SO/LIC DURING THE CANDIDATE APPROVAL PROCESS.

(2) SCHOOLS PROVIDING TRAINING TO CT PROGRAM STUDENTS ARE ASKED TO REPORT STUDENT ARRIVAL AND DEPARTURE TO SO/LIC PARTICULARLY EARLY DEPARTURE PRIOR TO COURSE COMPLETION.

3. PROGRAM GUIDELINES SPECIFIC TO THE CT FELLOWSHIP PROGRAM:

A. SO/LIC WILL NOTIFY COMBATANT COMMANDS AND DSCA OF ANNUAL FUNDING ALLOCATIONS (TO INCLUDE INDIVIDUAL COUNTRY FUNDING BREAKOUTS). SO/LIC WILL ALSO PROVIDE TIMELY UPDATES ON MID-YEAR ADJUSTMENTS TO COUNTRY ALLOCATIONS AND FUNDING LEVELS.

B. CANDIDATE POLICY APPROVAL WILL FOLLOW PROCESS OUTLINED ABOVE.

C. ALL NON-LETHAL EDUCATION AND TRAINING IS TO BE CONSIDERED AVAILABLE THROUGH THE CT FELLOWSHIP. SO/LIC WILL APPROVE PROPOSED EDUCATION AND TRAINING AND WILL PUBLISH REFERENCE LISTS OF PRIORITY COURSES AND PROGRAMS.

D. SO/LIC WILL REVIEW / STAFF / PROVIDE ALL CONCERNED THE APPROVED DECISION ON ANY PROGRAM WAIVER REQUESTS.

E. THE CT FELLOWSHIP WILL INCLUDE INFORMATION PROGRAMS AVAILABLE TO SECURITY ASSISTANCE TRAINING PROGRAM PARTICIPANTS.

F. DEPENDENTS WILL NOT BE PERMITTED EXCEPT BY SO/LIC WAIVER.

G. WHEN NOT CLEARLY EVIDENT, COUNTRY STATED UTILIZATION OF THE TRAINING CANDIDATE SHOULD DETERMINE WHICH FUNDING SOURCE (IMET, CT OR OTHER) IS MOST APPROPRIATE.

H. UPDATED PROGRAM INFORMATION WILL BE AVAILABLE ON THE CT FELLOWSHIP WEBPAGE ACCESSIBLE THROUGH THE DISAM INTERNATIONAL TRAINING MANAGEMENT HOMEPAGE AT HTTP://DISAM.OSD.MIL/INTL_TRAINING/

4. FLOW OF FUNDS:

FUNDS WILL BE RELEASED BY THE DSCA COMPTROLLER RESOURCE MANAGEMENT DIVISION AT THE REQUEST OF THE CT FELLOWSHIP PROGRAM MANAGER. FUNDS WILL BE SENT VIA PROGRAM BUDGET ACCOUNTING SYSTEM, MILITARY INTERDEPARTMENT PURCHASE REQUEST OR FUNDING MEMORANDUM.

5. OASD(SO/LIC) HAS COORDINATED ON AND APPROVED RELEASE OF THIS PROGRAM ADMINISTRATION / IMPLEMENTATION MESSAGE. SO/LIC POC FOR THE CT FELLOWSHIP PROGRAM IS DAVID RADCLIFFE, PHONE (703) 697-3053 OR DSN 227-3053; EMAIL DAVID.RADCLIFFE@OSD.MIL.

6. DSCA POC FOR THE CT FELLOWSHIP PROGRAM IS KAY JUDKINS, POLICY, PLANS AND PROGRAMS DIRECTORATE, PHONE (703) 601-3719; EMAIL: KAY.JUDKINS@DSCA.MIL.

BT

**THIS IS THE SECOND CTFP GUIDANCE MESSAGE ISSUED IN SEPTEMBER 2004**

Classification: UNCLASSIFIED

Precedence: R
DTG: 9/27/2004 7:17:00 PM

From: DOD, DSCA, ORGANIZATIONS, PPP(UC)
Subject: IMPLEMENTATION GUIDANCE MESSAGE NUMBER TWO FOR REGIONAL DEFENSE COUNTERTERRORISM (CT)
FELLOWSHIP PROGRAM, DSCA POLICY 04-40

_____

UNCLASSIFIED//

REFERENCE: SECDEF WASHINGTON DC//USDP-DSCA 251853Z MAR 03 MESSAGE, SUBJECT IMPLEMENTATION
GUIDANCE FOR REGIONAL DEFENSE COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)

1. OASD SO/LIC AS THE USD(P) ASSIGNED LEAD FOR THE CTFP, AND DSCA IN ITS USD(P) ASSIGNED ROLE AS
THE ADMINISTERING AGENCY FOR THE CTFP, PROVIDE THE FOLLOWING POLICY CHANGES/UPDATES TO REFERENCE.

2. THE GOALS OF THE CTFP ARE TO BUILD COMBATING TERRORISM CAPABILITIES AND CAPACITY IN PARTNER
NATIONS, AND TO DEVELOP A GLOBAL NETWORK OF COMBATING TERRORISM EXPERTS AND PRACTITIONERS WHO
SHARE COMMON VALUES, LANGUAGE, AND UNDERSTANDING OF THE THREAT OF TERRORISM. BEGINNING IN FY04,
NEW AUTHORITIES PERMIT THE CTFP TO FUND THE EDUCATION AND TRAINING OF FOREIGN MILITARY OFFICERS,
MINISTRY OF DEFENSE CIVILIANS AND OTHER FOREIGN SECURITY OFFICIALS, TO INCLUDE U.S. MILITARY
OFFICERS AND CIVILIAN OFFICIALS WHOSE PARTICIPATION DIRECTLY CONTRIBUTES TO THE EDUCATION AND
TRAINING OF CTFP STUDENTS. ALSO TO BE NOTED, THE CTFP IS NO LONGER LIMITED TO TRAINING AT
MILITARY EDUCATIONAL INSTITUTIONS AND SELECTED REGIONAL CENTERS. LETHAL TRAINING IS NOW
PERMITTED, THOUGH THIS DOES NOT CHANGE THE EDUCATIONAL FOCUS OF THE PROGRAM. 3. TRAINING PROGRAM
DEVELOPMENT FOR THE CTFP:
    (A) THE CTFP IS TO BE INCLUDED IN THE COMBINED EDUCATION AND TRAINING PROGRAM PLAN, FORMALLY
KNOWN AS THE 2-YEAR TRAINING PLAN, AND WILL BE INCLUDED IN THE ANNUAL TRAINING PROGRAM MANAGEMENT
REVIEW (TPMR) HOSTED BY THE COMBATANT COMMAND (COCOM).
    (B) SPECIAL OPERATIONS AND LOW-INTENSITY CONFLICT (SO/LIC) APPROVAL IS NOT REQUIRED FOR PRE-
TPMR CTFP PLANS OR PROGRAMMING OF STANDARDIZED TRAINING LISTINGS (STLS) FOR THE PLAN YEAR.
    (C) EACH COCOM CTFP COORDINATOR WILL PROVIDE PROCEDURAL GUIDELINES ON COORDINATION OF CTFP
PLANS/STLS PRIOR TO THE TPMR. COCOM CTFP COORDINATORS MUST REVIEW ALL CTFP COUNTRY PROGRAM PLANS
PRIOR TO THE TPMR.
    (D) ALL CTFP PLANS AND STLS WILL BE REVIEWED BY THE COCOM CTFP COORDINATOR AND THEN PASSED TO
SO/LIC FOR FINAL POLICY APPROVAL AT THE TPMR. ALL COUNTRY CTFP STLS MUST BE FORMALLY SIGNED BY
SO/LIC BEFORE OR DURING THE COUNTRY S BRIEF-OUT. AFTER SO/LIC HAS FORMALLY APPROVED A COUNTRY S
PLANNING YEAR CTFP STL, THE PROGRAM IS CONSIDERED TO BE  FINAL.
    (E) UNLIKE THE IMET PROGRAM, THERE WILL BE NO ADDITIONS, CHANGES OR DELETIONS MADE BY THE
SAOS OR SERVICES TO THE COUNTRY S CURRENT YEAR OR APPROVED PLANNING YEAR CTFP STLS WITHOUT
COORDINATION AND WRITTEN APPROVAL FROM THE COCOM CTFP COORDINATOR AND SO/LIC.
    (F) FOLLOWING THE TPMR, EACH COCOM CTFP COORDINATOR SHOULD ESTABLISH PROCEDURAL GUIDELINES ON
COORDINATION WITH COUNTRY SAOS FOR THE PROGRAMMING, CHANGING, MODIFYING, AND/OR DELETING OF
APPROVED PLAN YEAR TRAINING LINES. COCOM CTFP GUIDANCE SHOULD INCLUDE A PLAN FOR ROUTINELY
CHECKING TO ENSURE THAT COUNTRIES ARE MAINTAINING THEIR STLS IN ACCORDANCE WITH THE
COUNTERTERRORISM EDUCATIONAL AND POLICY OBJECTIVES ESTABLISHED AT THE COMMAND AND PROGRAM LEVEL,
STLS ARE MAINTAINED WITHIN A COUNTRY S FUNDING ALLOCATION LEVEL, AND EXTRANEOUS COURSES ARE
SCRUBBED FROM THE STLS IN A TIMELY MANNER.
    (G) SERVICES MUST CONFIRM, BEFORE PROGRAMMING TRAINING FOR A COUNTRY S CTFP, THAT ALL
SUBMITTED/REQUESTED OUT OF-CYCLE TRAINING HAS BEEN APPROVED BY THE COCOM CTFP MANAGERS AND SO/LIC
BEFORE ADDING, DELETING OR MAKING ANY SUBSTANTIVE CHANGES TO A COUNTRY S CURRENT OR APPROVED PLAN
YEAR CTFP STLS.
    (H) SO/LIC WILL REQUEST CONFIRMATION FROM EACH COCOM CTFP PROGRAM MANAGER, APPROXIMATELY ONE
MONTH BEFORE THE END OF EACH FISCAL QUARTER AND THAT INDIVIDUAL CTFP COUNTRY PLANS CONTINUE TO
MEET CTFP REQUIREMENTS. THE COCOM CTFP WILL CONFIRM THAT CHANGES/ MODIFICATIONS ETC. TO A
COUNTRY S STL ARE APPROVED AND STLS ARE SCRUBBED AND THAT THE COUNTRY PROGRAMS ARE EXECUTABLE.
DATES FOR THESE REPORTS TO SO/LIC WILL BE NLT THE 15TH OF DECEMBER, MARCH, JUNE, AND SEPTEMBER.

4. STUDENT ADMINISTRATION:
    (A) CANDIDATE NOMINATION PACKAGES MUST BE SUBMITTED TO SO/LIC AT LEAST TWO WEEKS PRIOR TO THE
TRAINING REPORT DATE. SAOS SHOULD PLAN ACCORDINGLY FOR COORDINATION WITH COCOM POC PRIOR TO THE
TWO WEEK DEADLINE. INTERNATIONAL HOLIDAYS OR EVENTS THAT MAY CONSTRAIN THE NOMINATION TIMELINE
SHOULD ALSO BE TAKEN INTO CONSIDERATION. SO/LIC CANNOT GUARANTEE THE APPROVAL OF ANY NOMINATION
PACKAGE SUBMITTED UNDER THE TWO-WEEK DEADLINE.
    (B) NOMINATION FORMS SHOULD BE SUBMITTED IN PLAIN ENGLISH WITHOUT JARGON OR ABBREVIATIONS.
CANDIDATE JUSTIFICATIONS SHOULD PROVIDE SUFFICIENT JUSTIFICATION IN ORDER FOR SO/LIC TO
DETERMINE/DEFEND THAT THE CANDIDATE IS QUALIFIED AND SUITABLE FOR THE TRAINING. CANDIDATES
SHOULD BE CURRENTLY OR EXPECTED IN THE NEAR TERM TO BE INVOLVED IN CT FUNCTIONS/RESPONSIBILITIES;

COURSES SELECTED SHOULD HAVE DIRECT CT RELEVANCE OR CLEAR JUSTIFICATIONS THAT LINK THE COURSE TO THE NOMINEE S CT RESPONSIBILITIES.

(C) ALL SAOS WILL USE THE SANWEB CTFP FUNCTIONS FOR CANDIDATE NOMINATIONS. THE SANWEB CTFP FUNCTIONS HELP EXPEDITE/SPEED THE SO/LIC POLICY APPROVAL PROCESS AND ALSO HELP WITH RECORD KEEPING AND INFORMATION MANAGEMENT.

(D) THE CTFP SEEKS TO BUILD A LONG-TERM RELATIONSHIP WITH SELECTED CANDIDATES.  ASSURANCE THAT A NOMINEE IS OF THE HIGHEST REPUTABLE CHARACTER SUPPORTS U.S. OBJECTIVES OF DEVELOPING A GLOBAL NETWORK OF EXPERTS WHO CAN BE RELIED ON TO UPHOLD U.S. VALUES IN THE FIGHT AGAINST TERRORISM. SO/LIC S CANDIDATE APPROVAL PROCESS DOES NOT TAKE THE PLACE OF THE U.S. GOVERNMENT S LONG STANDING POLICY OF SCREENING EACH INTERNATIONAL MILITARYSTUDENT SCHEDULED FOR TRAINING.  SEE THE SAMM, DOD 5105.38-M, CHAPTER 10, PARAS C10.3.4. THROUGH C10.3.4.5. FOR ADDITIONAL SCREENING GUIDANCE.  NO CANDIDATE NOMINATION WILL BE PROCESSED OR APPROVED BY EITHER COCOM OR SO/LIC WITHOUT FULL COMPLETION OF ALL REQUIRED SCREENING, AMBASSADOR SIGNATURE, AND COUNTRY TEAM APPROVAL.  THIS APPLIES TO BOTH MILITARY AND CIVILIAN NOMINEES.

5.  TRAVEL AND LIVING ALLOWANCE:

(A) REFERENCE A STATED THAT DEPENDENTS WOULD NOT BE PERMITTED TO ACCOMPANY INTERNATIONAL MILITARY STUDENTS (IMS) UNDER THE CTFP UNLESS SO/LIC GRANTED A WAIVER.  A SO/LIC WAIVER IS NO LONGER REQUIRED.  THE CTFP WILL NOW FOLLOW THE SAME GUIDANCE PROVIDED IN THE SAMM, DOD 5105.38-M, CHAPTER10, PARA C10.3.6. TRAVEL AND LIVING ALLOWANCE (TLA) AND TABLE C10.T3. DAILY SUPPLEMENTAL LIVING ALLOWANCES FOR IMS MILITARY STUDENTS UNDER SECURITY COOPERATION PROGRAMS.

(B) TLA AS A DEFAULT WILL BE PROGRAMMED AT 100% FOR THE CTFP, HOWEVER, COUNTRIES ARE PERMITTED TO COST SHARE IF THEY WISH.

6.  FINANCIAL POLICY/GUIDANCE SPECIFIC TO THE CTFP:

(A) DSCA CONTRACTS (DBC) DIVISION WILL BE THE PRIMARY POINT OF CONTACT FOR ALL FINANCIAL ACCOUNTING QUESTIONS AND ISSUES RELATED TO THE ROUTINE PROCESSING OF SO/LIC APPROVED STLS, INCLUDING BUT NOT LIMITED TO QUARTERLY FUNDING RELEASES, COURSE COSTS, TLA AND OTHER STUDENT EXPENDITURES.

(B)  SO/LIC WILL RETAIN PRIMARY RESPONSIBILITY FOR ALL FUNDING DECISIONS AND ISSUES REQUIRING POLICY INPUT AND/OR OVERSIGHT AND PROGRAM MANAGEMENT. THIS INCLUDES BUT IS NOT LIMITED TO DECISIONS RELATED TO COUNTRY AND CENTRAL ALLOCATIONS AND RE-ALLOCATIONS, INVITATIONAL PROGRAM MANAGEMENT, COCOM DISCRETIONARY FUNDING, REGIONAL CENTER AND OTHER STRATEGIC INITIATIVES, AND PROGRAM DEVELOPMENT COSTS.  SO/LIC WILL COOPERATE WITH DSCA IN THE FISCAL IMPLEMENTATION OF THESE AREAS AND INITIATIVES.

(C) MILITARY DEPARTMENTS (MILDEPS) AND COCOM CTFP COORDINATORS WILL ADVISE SO/LIC AND DSCA-DBC DIVISION AS TO CTFP FUNDING REQUESTED TO OFFSET COSTS TO ADMINISTER THE CTFP.  SO/LIC WILL BE THE FINAL ARBITER OF WHAT REQUESTED ADMINISTRATIVE COSTS THE PROGRAM WILL COVER.

(D) CTFP IS A DOD TITLE 10 FUNDED PROGRAM; THEREFORE, TRAINING COURSES THAT CROSS FISCAL YEARS (FYS) WILL BE FUNDED IN ACCORDANCE WITH OPERATIONS AND MAINTENANCE (O&M) POLICIES AND REGULATIONS, I.E. THE REPORT DATE FOR A COURSE DETERMINES WHICH FISCAL YEAR FUNDS ARE USED FOR THAT COURSE.  TLA THAT FALLS INTO A NEW FY WILL BE FUNDED WITH NEW FY FUNDING.

(E) MILDEPS WILL IDENTIFY AND CALCULATE TRAINING LINES THAT CROSS OVER THE FY WHEN SCHEDULING THE TRAINING FOR PLANNING OF NEW FUNDING REQUIREMENTS. THE MILDEPS WILL MAKE THIS INFORMATION AVAILABLE TO SO/LIC, DSCA, COCOM CTFP COORDINATORS, AND SAOS.

(F) ALL METS/MTTS MUST BE PROGRAMMED IN THE FY PROGRAM IN WHICH THE TRAINING WILL BE PERFORMED.  THE TEAM MUST DEPLOY AND RETURN TO CONUS BY THE LAST DAY OF THE FISCAL YEAR (30 SEPTEMBER).

(G) EVERY NEW FY, DSCA-DBC DIVISION WILL ISSUE CTFP FUNDS, AT $500 PER MILDEP COUNTRY STL, TO COVER IMS MEDICAL EXPENSES.  ADDITIONAL MEDICAL COSTS WILL BE COVERED BY COUNTRY FUNDS (FIRST) AND CTFP CENTRAL FUNDS (SECOND).  DSCA-DBC WILL ADVISE SO/LIC OF MAJOR MEDICAL BILLS, I.E. ANY BILLS OVER ONE THOUSAND FIVE HUNDRED DOLLARS.

(H) DSCA  DBC DIVISION WILL WORK WITH EACH CTFP FUNDING RECIPIENT TO ENSURE THAT ALL FINANCIAL TRANSACTIONS FOR THE PROGRAM ARE HANDLED IN SUCH A WAY AS TO BE ACCURATE AND AUDITABLE. IF THERE IS ANY QUESTION THAT ACCOUNTS ARE NOT AUDITABLE, DSCA-DBC WILL IMMEDIATELY NOTIFY SO/LIC.

(I) TO PERMIT APPROPRIATE IDENTIFICATION AND OBLIGATION OF FUNDS, BY COUNTRY, FUNDING FOR THE CTFP WILL BE PROVIDED FROM DSCA DBC DIVISION TO THE MILDEPS VIA THE PBAS SYSTEM.

(J) AFTER MILDEP STLS HAVE BEEN CERTIFIED AS ACCURATE BY SO/LIC, DSCA-DBC DIVISION WILL ISSUE ALL FUNDING (TO THE NEAREST THOUSAND) EACH QUARTER BASED ON REQUIREMENTS FOR THAT QUARTER IN THE COUNTRY S STLS.

(K) MILDEPS WILL NOT BE PERMITTED TO AUTHORIZE CTFP TRAINING FUNDING AUTHORITY UNTIL SO/LIC HAS PROVIDED FINAL POLICY APPROVAL VIA THE CTFP FUNCTIONS ON THE SANWEB.

(L) DSCA DBC DIVISION WILL CONDUCT COMPTROLLER REVIEWS OF THE PROGRAM AS REQUIRED DURING THE FISCAL YEAR AND NOTIFY SO/LIC/CTFP OF FINDINGS AND RECOMMENDATIONS FOR IMPROVEMENT.

(M) DSCA DBC DIVISION WILL WORK WITH EACH MILDEP TO ADDRESS ANY FUNDING REQUIREMENTS NOT IMMEDIATELY APPARENT IN THE COUNTRY STL.  THIS INCLUDES, BUT IS NOT LIMITED TO, ISSUES REGARDING MEDICAL BILLS, UNFORESEEN TRAVEL REQUIREMENTS, STUDENT PER DIEM, ETC.  DSCA-DBC WILL NOTIFY SO/LIC IF ADDITIONAL FUNDS ARE NEEDED DUE TO TRAINING EXTENSIONS.  THE DECISION TO EXTEND A STUDENT WILL BE MADE BY SO/LIC.

(N) DSCA-DBC DIVISION WILL PROVIDE A MONTHLY STATUS REPORT TO SO/LIC AND THE COCOMS ON FUNDS RELEASED, NORMALLY WITHIN ONE WEEK AFTER THE LAST DAY OF EACH MONTH.  THE STATUS REPORT WILL INCLUDE DATA FOR THE FISCAL YEAR UP THROUGH THE LAST DAY OF THE PREVIOUS MONTH.  THE REPORT WILL ALSO IDENTIFY ANY FINANCIAL ISSUES THAT MAY IMPACT THE PROGRAM.

    (O) DSCA DBC DIVISION WILL ENSURE COURSE PRICING IS ACCOMPLISHED IN ACCORDANCE WITH CURRENT PRICING GUIDELINES FOR SECURITY ASSISTANCE COURSES.

7.  CTFP ANNUAL TIMELINE AND MILESTONES:
    (A) COUNTRY ALLOCATIONS FOR THE FOLLOWING FISCAL YEAR WILL BE FINALIZED AND DISTRIBUTED BEFORE THE FIRST TPMR.
    (B) COUNTRY CTFP TRAINING PLANS WILL BE COMPLETED AND REVIEWED BY THE COCOM CTFP PROGRAM MANAGER PRIOR TO THE TPMR.
    (C) ANY CHANGES TO COUNTRY PLANS FOR THE CURRENT FY MUST BE COMPLETED BY JUNE 1ST AND BE REFLECTED IN THE COUNTRY S STL.  BEGINNING JUNE 1ST, SO/LIC WILL REVIEW ALL STLS AND IDENTIFY SHORTFALLS AND OVERAGES IN THE COUNTRY PROGRAMS.  COUNTRY ALLOCATIONS NOT PROGRAMMED IN THE STL WILL BE WITHDRAWN TO CTFP CENTRAL FUNDS. REALLOCATIONS OF THESE FUNDS WILL BE MADE TO SUPPORT PROGRAM GOALS AND OBJECTIVES.
    (D) UNFUNDED REQUIREMENTS CAN BE SUBMITTED TO SO/LIC AT ANY TIME DURING THE YEAR BY A COCOM CTFP PROGRAM MANAGER.  FOLLOWING THE PROGRAM REVIEW BEGINNING JUNE 1ST OF THE YEAR, SO/LIC WILL REALLOCATE REMAINING FUNDS THROUGH THE UNFUNDED REQUIREMENTS SUBMITTED BY THE COCOM CTFP PROGRAM MANAGERS.

8.  THIS MESSAGE HAS BEEN COORDINATED WITH OASD (SO/LIC).  SO/LIC POC FOR THE CTFP IS DAVID RADCLIFFE, PHONE (703) 696-7182 OR DSN 426-7182, EMAIL, DAVID.RADCLIFFE@OSD.MIL.  DSCA POC FOR THE CTFP IS KAY JUDKINS, POLICY, PLANS AND PROGRAMS DIRECTORATE, PHONE (703) 601-3719 OR DSN 329-3719, EMAIL KAY.JUDKINS@DSCA.MIL.  DSCA FININCAL POC FOR THE CTFP IS DEBBIE SPENCER, DEFENSE BUDGETS AND CONTRACTS DIVISION, PHONE (703) 604-6577 OR DSN 664-6577, EMAIL DEBBIE.SPENCER@DSCA.MIL.

# SPECIAL EDUCATION & TRAINING PROGRAMS

## WAR COLLEGES AND COMMAND & STAFF COLLEGES

1. War Colleges and Command & Staff College (Senior & Mid-Level Service School) quotas are limited. Therefore, SAOs should forecast budget year requirements as accurately as possible. When forecasting War College or Mid Level requirements, the request should be an actual indication of the country's desire to participate in the program - - not an arbitrary SAO request made to obtain an allocation in hopes that the country might accept it. SAOs should refer to the individual MILDEP's training guides for additional information on each course.

2. SAOs must list all Senior and Mid Level Budget Year (FY06) requirements in their **"Combined Education & Training Program Plan"**.

3. **Senior Service School Recommendations.** HQ USEUCOM will prioritize all War College requirements in accordance with the HQ USEUCOM Theater Security Cooperation Plan (TSC) and forward our prioritized recommendations to the Joint Staff or appropriate Military Department for consideration in June 2005. The message submitting FY05 Senior Service Schools recommendations is posted on the EUCOM Bulletin Board on the SAN Web.

4. **Mid Level Service School Recommendations**. Unified Command recommendations are also provided to the military departments for allocations to these Command & Staff Colleges: Army Command and General Staff College, Navy Staff College, Air Command and Staff College, and U.S. Marine Corps Command and Staff College. Additionally, we submit a priority list for Army Sergeants Major Academy allocations.

## SENIOR SERVICE SCHOOLS (WAR COLLEGES)

**NATIONAL DEFENSE UNIVERSITY INTERNATIONAL FELLOWS PROGRAM (NDU IFP), B171801**: Annually, CJCS invites foreign military forces to participate in the NDU-IFP. Based on inputs from the regional CINCs, Services, and NDU, the Joint Staff/J5 recommends nominees to the Chairman. This program provides senior military officers the opportunity to participate in either the National War College (NWC) or the Industrial College of the Armed Forces (ICAF). The course is a year long and starts in late June. There are about 52 quotas worldwide for the NDU each year; split about 32 for NWC and 20 for ICAF. Both ICAF and NWC prepare selected military officers and civilians for senior leadership and staff positions. ICAF conducts a postgraduate, executive level, course of study in national security resources and associated research, with special emphasis on materiel acquisition and joint logistics and their integration into national security strategy. Letters of invitation include specific guidelines concerning individual qualifications; NDU provides sponsorship, curriculum, and logistics details. In nominating countries and in selecting individual attendees, the following key selection criteria should be taken into account:

> Active duty military of any service
> Genuinely fluent in the English language
> Not presently assigned as an attaché to the U.S.
> O-6 equivalent or higher (may be waived).
> 15 years service and held high level command and staff positions (may be waived).
> Baccalaureate degree and staff college or equivalent (may be waived).

SAOs desiring NDU IFP consideration informally forecast their requirements in their **Combined Education & Training Program Plan** and program the requirement on their STL at the TPMR. CJCS invitations are normally extended in the fall for the next summer's class.

**ARMY WAR COLLEGE INTERNATIONAL FELLOWS PROGRAM (AWCIFP) - B171800**. Chief of Staff, Army (CSA) offers approximately 40-42 invitations worldwide per year. AWC is a one-year course that commences in June. SAOs desiring AWCIFP consideration should forecast their requirement in their **Combined Education & Training Program Plan** and ensure it is entered on their STL at the TPMR. CSA invitations are normally extended in the fall preceding the summer class start.

**NAVAL COMMAND COLLEGE (NCC) - P171001**. CNO extends 40 invitations worldwide per year. In preparation for the TPMR, SAOs forecast the requirement in their **Combined Education & Training Program Plan** and program the quota requirement on their STL at the TPMR. Navy POLMIL (OP-615) formulates a country priority listing for CNO approval. NCC is strictly a CNO discretionary program and attendance is only by invitation. NCC invitations are normally extended in the early fall for the next summer's class.

**AIR WAR COLLEGE (AWC) - D171010**. There are 42 AWC quotas available for annual worldwide allocation. It must be forecast in the **Combined Education & Training Program Plan** and programmed at the TPMR, for planning purposes only, subject to receipt of CSAF invitation. The Air Staff will formulate a list of approved countries for CSAF invitation. CSAF invitations are normally extended in the fall for the next summer's class.

---

## MID LEVEL SERVICE SCHOOLS (COMMAND & STAFF COLLEGES) and ARMY SERGEANTS MAJOR ACADEMY

---

**U.S. ARMY COMMAND GENERAL STAFF COLLEGE (CGSC) - B171768**. There are approximately 90 CGSC quotas available for annual worldwide allocation. SAOs are allowed to program CGSC requirements in the STL at the TPMR. However, each STL has the "comment" that the programming is for planning purposes only, and subject to the actual invitation by the U.S. Army. SAOs must submit their total CGSC requirements during the TPMR Army Review Panel. International officers are required to attend the Allied Officers Preparatory Course. Non-English speaking students (ECL of 80-90) attend a Phase I 4-week preparatory course (B171766), which normally begins in June. This is followed by a Phase II 2.4-week course (B171768). The 40-week CGSC course actually begins in July.

**NAVAL STAFF COLLEGE (NSC) - MASL ID P171002**. The U.S. Navy is conducting an experiment to determine if the Naval Staff College should continue to conduct a six month course or institute a 10 month course. During FY04 and FY05 the Navy will offer one of each; a six month class starting in January each year and a 10 month class starting in July. There will be 48 quotas for the January (six month) class worldwide. There are 20 quotas for the July (10 month) course worldwide. SAOs are authorized to program two NSC spaces (1 per class into the STL in preparation for the annual TPMR. Following the TPMR, Navy (OP-615) will extend invitations for each class. The NSC allocation system is based upon unified command recommendations and U.S. political-military considerations.

**MARINE CORPS COMMAND AND STAFF COLLEGE (MCCSC) MASL ID P171801.** The Commandant of the Marine Corps (CMC) extends 26 MCCSC invitations worldwide per year. The class commences in August. In preparation for the TPMR, SAOs are authorized to program one MCCSC space into the STL, subject to receipt of invitation. USMC POLMIL formulates a priority list for CMC approval.

**AIR COMMAND AND STAFF COLLEGE (ACSC) - MASL ID D171002.** There are 72 ACSC quotas available for annual worldwide allocation. In preparation for the TPMR, SAOs are allowed to program a maximum of two ACSC quotas into the STL (SAOs are guaranteed at least one ACSC space; requests for an additional space will be placed on standby status). SAOs should identify candidate(s) by name to Air Force Security Assistance Training (AFSAT), NLT 1 January before the summer start of ACSC.

**JOINT AND COMBINED STAFF OFFICER SCHOOL (JCSOS) – MASL ID P171014.** Commonly referred to as the "Armed Forces Staff College" the JCSOS is a 12-week course conducted four (4) times a year. The course teaches joint and combined organization, planning, and operations and related aspects of national and international security to enhance the preparation of selected military officers for duty in all echelons of joint and combined commands. Students are introduced to the peacetime and crisis action planning process: deliberate planning and crisis action procedures, respectively. International students desiring to attend the JSOS must have completed either a U.S. service specific mid-level school (i.e. US Army Command & General Staff College) or another recognized mid-level service school in their own, or another, country. The JCSOS is programmed through the US Navy (NETSAFA), and there are no quota limitations.

**U.S. MARINE CORPS EXPEDITIONARY WARFARE SCHOOL (EWS) - MASL ID P171818.** There are 22 EWS quotas available worldwide per year. EWS is located in Quantico, Virginia. This 42 weeks course is a career level professional military education school. EWS prepares Marine Corp Captains to function as commanders and staff officers at the appropriate level of the Operating Forces by providing instructional emphasis on command and control, combined arms operations, war fighting skills, tactical decision making, Marine Air Ground Task Force expeditionary operations, and Naval operations. The following course prerequisites are required: 80 ECL, and equivalent rank/grade of Captain/0-3. The SAO can program EWS with the NETSAFA country desk officer.

**U.S. ARMY SERGEANTS MAJOR ACADEMY (SMA) INTERNATIONAL STUDENT PROGRAM - MASL ID B171200**.

There are 32 SMA quotas available for a nine-month course that starts in August each year. The SMA course will not be programmed in the STL unless the country has received a CSA invitation. SAOs should submit SMA requirements at the TPMR and include in their Two-Year Training Plan. Once a CSA invitation is extended, IMS candidate must meet the following course prerequisites: have a minimum 80 ECL; have an equivalent grade of Master Sergeant or above, be on active duty.

SMA is the only training for international enlisted members that encourages dependents to accompany the student.

# SPECIAL EDUCATION & TRAINING PROGRAMS

## EXPANDED IMET (E-IMET)

1.  The Expanded IMET component of the IMET program is designed to educate foreign leaders in human rights, national level budget/resources planning and management principles, civilian control of the military, and the principles of law.  This education is available to professional military personnel, civilian defense leaders, other ministry officials (parliament, foreign affairs, etc.), and even non-government officials (NGO).   E-IMET includes both formal courses of instruction conducted in the United States and training conducted in your country by U.S. Mobile Education Teams (MET). **Most MET offerings are tailored to specific country needs identified by you, the country, and many of the E-IMET activities when they conduct periodic visits throughout the year.**

2.  E-IMET is not an additional source of funds.  E-IMET is simply a component of the normal IMET program and funding.  However, countries that make extensive use of E-IMET receive priority consideration for additional funds during the End-of-Year IMET review.

3.  Only selected training that meets specific E-IMET objectives is counted as E-IMET. These courses and Mobile Education Teams are listed in the **"Expanded IMET Handbook"**, updated 9 January 2003.  It can be found at this web site: **http://www.disam.dsca.mil/itm/References/E-IMET/EIMET-HB.pdf**

4.  There are some key things to remember about Expanded IMET training.  These are:
     a.  Expanded IMET is open to military members of the host country, civilians of the host government, and civilians of non-governmental organizations (NGO) if the NGO have a relationship with the host country military.
     b.  Expanded IMET consists of training in the United States and training in the host country by Mobile Education Teams (MET).
     c.  Normal IMET waiver requirements such as minimum duration, high cost, and post graduate education limitations do not apply to the Expanded IMET program.

5.  The major E-IMET Activities or programs are shown below.  There are many more activities, course, and Mobile Education Teams (MET) available under E-IMET.  Check the E-IMET Catalog (web site shown above) for the other available activities.

## Defense Institute of International Legal Studies (DIILS)
- **Web Site: http://www.dsca.osd.mil/diils/**

The Defense Institute of International Legal Studies (DIILS) provides expertise in over 250 legal topics of Military Law, Justice Systems, and the Rule of Law, with an emphasis on the execution of Disciplined Military Operations. DIILS has presented programs to over 13,500 senior military and civilian government officials in 75 countries worldwide since its inception in late 1992. Typically, the program is accomplished through multiple phases that allow for tailoring curriculum to the host country. The U.S. presenters are members of the U.S. military services, Coast Guard, and civilian subject matter specialists. Seminars are designed for an audience of 40 to 60 executive personnel from the military and civilian sectors of the host country.

During the initial survey visit by the DIILS team, meetings are held with senior military and civilian officials of the host country to gain insight into appropriate subject areas. After this survey, a delegation from the host country is invited to come to the United States to finalize the seminar content. During this curriculum development phase, the delegation visits military installations, civilian institutions, and key individuals to gain insight into proposed subjects. After the survey and the curriculum phases are completed, the seminar is presented in conjunction with presenters from the host country.  DIILS utilizes presentation methods that compel interaction between the participants and the presenters. Discussion groups, lecture, and problem solving involving actual situations are utilized to create a valuable experience for participants and presenters.  Successive seminars are developed to build

on the relationships and topics that come from the first seminar. These follow-on seminars are not limited, as DIILS will continue to work with the host nation to develop additional topics and seminars that are of value.

## Naval Post Graduate School of International Graduate Studies (SIGS)
- **Web Site: http://www.nps.navy.mil/inps/SIGS.htm**

SIGS is the newly designated school, located at the Naval Post Graduate School, Monterey California that includes the following E-IMET activities.

## Defense Resources Management Institute (DRMI)
- **Web Site: http://www.nps.navy.mil/drmi**

DRMI is an educational institution sponsored and supervised by the Secretary of Defense and located at the Naval Postgraduate School in Monterey, California. Since 1965, the Institute has conducted professional education programs in analytical decision-making and resources management for military officers of all services, and senior civilian officials of the United States and 125 other countries. These programs are presented on a regularly scheduled basis at DRMI in Monterey, and by specific arrangement in other locations in the United States and overseas. The principal focus of all DRMI programs is developing an understanding and appreciation of the concepts, techniques, and decision-making skills related to defense resources management. The goal of the Institute's programs is to enhance the effective allocation and use of resources in modern defense organizations.

The central focus of all educational programs conducted by DRMI is analytical decision making. The emphasis is not on training in job-specific skills, but rather on the concepts, techniques, and issues that pervade defense resources management decision making in most mid-management through executive level positions. Each course provides a multi-disciplinary program which encourages participants to: Develop an understanding of concepts, principles, methods, and techniques drawn from: Management Theory -- examination of the current state of management thought and organized action; Economic Reasoning -- topics dealing with the basic tenet of scarcity of resources relative to competing needs and wants; and Quantitative Reasoning -- the basic language and analytic tools which are the foundation of modern decision theory. Students integrate these ideas into a systematic process for resources allocation decision making and effective resource utilization, and apply these concepts to illustrative examples of: Allocating, analyzing and evaluating management systems, programs, and policies; and maximizing benefits within existing resource constraints, or minimizing resource consumption to achieve a predetermined level of benefit.

## Center for Civil Military Relations (CCMR)
- **Web Site: http://www.ccmr.org**

CCMR is dedicated to strengthening democratic civil-military relationships and assisting other nations make integrated defense decisions. CCMR is supported by a faculty of prominent scholars, government officials, and military officers. Courses are offered both overseas and in-residence.

CCMR offers a series of civil-military relations seminars (METs) tailored to meet the needs of the host country. METs are conducted both overseas and in-residence by distinguished faculty selected for their expertise in the specific topics of interest to the recipient country. These intensive five-day seminars are designed for mixed groups of senior military and civilian officials, legislators, and non-governmental personnel. MET topics include: security strategy development, democratic civilian control of intelligence, Ministry of Defense organization, roles and missions of armed forces, national decision-making for peacekeeping, legislative issues in civil-military relations, and many other variations on the defense decision-making theme. MET curricula have a strong problem-solving focus designed to help participants analyze and resolve civil-military conflicts, and to provide them with the tools to strengthen civilian oversight and address the underlying causes of civil-military conflict in democracies.

CCMR and the SIGS offer a fifteen-month curriculum that leads to a MA Degree in International Security and Civil-Military Relations. The curriculum provides students with a comprehensive understanding of the real

problems surrounding civilian oversight of a professional military in a democracy. The program is designed for military officers (O-3 to O-5) and equivalent civilian officials involved in defense policy making. As part of the degree, the students are required to complete a thesis that deals with a significant civil-military issue for their country. The program is also designed to provide graduates with the tools they need to initiate and teach civil-military relations programs in their own countries.

# Defense Institute for Medical Operations (DIMO)

- **Web Site: http://wwwsam.brooks.af.mil/web/DIMO/dimo-index.htm**

In support of Department of Defense (DoD) requirements, the mission of the Defense Institute for Medical Operations (DIMO) is to identify, develop, market and manage education and training programs for research, teaching, coaching and consulting related to the management of military healthcare systems and services.

DIMO serves as the world's access point for military healthcare management education and training services provided on by DoD for the International Community. DIMO is intended to improve the ability to provide a joint service response to medical training and education initiatives and permit more comprehensive engagement with international customers.

Recent healthcare reforms in the United States Department of Defense and in other countries have shown the value of increasing the effectiveness and efficiency of healthcare services. The complexity of healthcare systems today creates the need for increased management education and greater international cooperation to adequately deal with the issues involved.

**DIMO's Program Objectives are:**
- Enhance global medical response.
- Develop test, evaluate, coordinate, lead, and implement domestic and international medical education and training programs in support of the United States National Security Strategy.
- Enhance force health protection by underscoring military-military and military-civilian partnership at home and abroad.
- Augment healthcare practice, policy and strategy templates that address challenges and consequence management.
- Share/integrate education and training programs with domestic partners in support of Homeland Security.

# International Defense Acquisition Resource Management (IDARM) Program

- **Web Site: http://www.nps.navy.mil/idarm**

The IDARM program is intended to strengthen democratic relationships and international security cooperation through acquisition education, research and professional service.
- Education: To develop problem solving and decision-making skills through analysis and critical review.
- Research: To conduct studies that support policy-making and improve acquisition processes.
- Professional Service: To provide leadership and professional expertise in support of international partners.

The primary focus of the program is to strengthen the managerial competencies of the military and civilian leaders responsible for a nation's defense acquisition processes. For many countries, particularly in emerging democracies, acquisition processes are evolving and the question of developing a structured approach to defense acquisition resource management has not been fully addressed. In other nations, improving the existing defense acquisition process is important to achieving international security goals. Additionally, the understanding of other nations' resource management processes can lead to increased opportunity for cooperative development programs and the associated reduction in risk and costs. The benefits can also be extended to the relationship of defense acquisition management to multi-national defense agreements, such as NATO. The International Defense Acquisition Resource Management (IDARM) program was established in order to assist host nations in addressing these issues.

# CHAPTER SIX

# HQ USEUCOM EDUCATION & TRAINING FORA

## SECURITY ASSISTANCE TRAINING MANAGEMENT SEMINAR

1.  HQ USEUCOM, ECJ4-ID, conducts an annual Security Assistance Training Management Seminar each autumn that provides initial training to DoD and State Department personnel who manage SA training programs.  The FY05 seminar will be conducted 25-29 October 2004.  This training is authorized by DOD Directive 2055.3; Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel.

 2.  Objectives of the Seminar are:

    a.  To provide an overview of the role of the United States European Command (USEUCOM) in support of U.S. foreign policy objectives.

    b.  To provide an orientation on the role of the HQ USEUCOM Logistics and Security Assistance Directorate in support of SA programs within USEUCOM.

    c.  To provide instruction for planning, programming, and implementing U.S. SA education and training conducted under the International Military Education and Training (IMET) program, Foreign Military Sales (FMS) agreements, and/or the Counterterrrorism Fellowship Program (CTFP).

    d.  To provide instruction on the types of training available to achieve U.S. and host country objectives; i.e., formal courses, observer/OJT, mobile training teams, orientation tours, etc.

    e.  To introduce management techniques and concepts which will enable SA training personnel to meet SA training program goals and objectives.

    f.  To prepare assigned SAO personnel for their responsibilities in planning, developing, submitting, and defending the projected host country training requirements at the annual HQ USEUCOM Security Assistance Training Program Management Review (TPMR).

3.  If you are directly involved in Security Assistance Training Program management and believe you or your successor would benefit from this seminar you should respond to the annual screening message and/or express your interest to one of the HQ USEUCOM staff officers in ECJ4-ID.

## HQ USEUCOM TRAINING PROGRAM MANAGEMENT REVIEW (TPMR)

1.  The FY 05/06 HQ USEUCOM SA TPMR will be conducted 1-6 May 2005 in Grainau (Garmisch), Germany. The purpose of the TPMR is to:

     a.  Review and discuss training policy matters, training planning, military department interest items, and review significant FY05/06 training developments.

     b.  Review FY05 program implementation, conduct a detailed review of FY06 training program planning, and a general review of FY07 training program planning.

     c.  Review country requirements for FY06 Senior Service Schools (War Colleges) and Mid Level Professional Education (Command & Staff Colleges).

     d.  Review country requirements for FY06 training under the Expanded IMET Initiative.

     e.  Begin the FY05 IMET End-of-Year review for changes to country IMET funding requirements.

     f.  Review FY06 IMET requirements that require policy waivers or special approval for IMET funding

2.  The TPMR will be six working days long; from Sunday through Friday and will be divided into three phases.

     a.  A one-day session on Sunday, 1 May devoted to unrepresented country reviews, selected small IMET programs and the Counterterrorism Fellowship Program (CTFP).

     b.   A one-day plenary session for briefings and discussions of general interest to the entire audience.

     c.  Four days for SAOs to meet individually with five different panels to help tailor each country's training program.  These five panels are; Policy panel, Resources panel, Army panel, Maritime panel, and Air Force panel. Review sessions will be conducted, as necessary, to accomplish objectives stated above.
          -- The Resources panel will include members from various international education and training organizations, such as DLIELC, CECOM, Defense Institute for International Legal Studies (DIILS), Center for Civil-Military Relations (CCMR) , Defense Resources Management Institute (DRMI), and more.
          -- Additionally, HQ USEUCOM and DISAM will offer individual, tailored, training sessions on the Security Assistance Network (SAN WEB), and TMS for all SAOs.

3.  Preparation guidance for the TPMR is shown on the following pages.  Whether you attend the TPMR or not, there are actions you must perform to ensure the FY 06/07 training programs for your country are properly represented either by yourself or HQ USEUCOM.  This information and the "how to do" sheets will help you prepare for the TPMR.

4.  It is *__IMPERATIVE__* that your "**Combined Education & Training Program Plan**" be:

     a. **ACCURATE!**  This HQ and many other agencies will refer to your plan throughout the year for information that will effect your program; such as requirements for Senior PME or country holidays desired for the coming year, etc.

     b. **SUBMITTED ON TIME!**  Without your "**Combined Education & Training Program Plan**" the SA training community cannot take actions to ensure you get the program you and your country want.

5. A list of likely TPMR invitees is provided on page 6-4.  A "Combined Education & Training Program Plan" **template** and **an actual** "Combined Education & Training Program Plan" are shown in Chapter 7.

## LIKELY TPMR PARTICIPATION

Department of State (SECSTATE )

Defense Security Cooperation Agency (DSCA)
  Center for Civil Military Relations (CCMR)
  Defense Institute for International Legal Studies (DIILS)
  Defense Institute of Security Assistance Management (DISAM)
  Defense Language Institute English Language Center (DLIELC)
  Defense Resource Management Institute (DRMI)
  International Defense Acquisition Resource Management (IDARM) Program
  Defense Institute of Medical Operations (DIMO)

Office of the Assistant Secretary of Defense – Special Operations & Low Intensity Conflict (ASD – SO/LIC)

Headquarters United States European Command (HQ USEUCOM)
  United States Army Europe (USAREUR)
  United States Air Force, Europe (USAFE)

Headquarters Department of the Army (DASA-DEC)
  Security Assistance Training Field Activity (SATFA)
  Security Assistance Training Management Office (SATMO)
  United States Army Health Support Agency
  Communications and Electronics Command (CECOM)

Department of the Navy International Programs Office (Navy IPO)
  Naval Education and Training Security Assistance Field Activity (NETSAFA)
  School of International Graduate Studies  (SIGS)

United States Marine Corps (USMC)

United States Coast Guard (USCG)

Headquarters, United States Air Force (USAF)
  Air Force Security Assistance Training (AFSAT)

Selected DoD Schools and International Training Program Agencies or Activities

Tentatively; training program managers from the following countries.  Country representation can be added or deleted in the TPMR planning process as dictated by current events, program status, and other factors:

| | | | |
|---|---|---|---|
| Albania | Denmark | Macedonia | Rwanda |
| Algeria | Estonia | Malawi | Senegal |
| Angola | Finland | Mali | Sierra Leone |
| Armenia | France | Mauritania | Slovakia |
| Azerbaijan | Gabon & Sao Tome | Moldova | Slovenia |
| Austria | Georgia | Morocco | Spain |
| Belgium | Germany | Mozambique | Sweden |
| Bosnia-Herzegovina | Ghana | Netherlands | Switzerland |
| Botswana | Greece | Niger | Tunisia |
| Bulgaria | Guinea | Nigeria | Turkey |
| Cameroon | Hungary | Norway | Uganda |
| Chad | Israel | Poland | Ukraine |
| Congo (Brazzaville) | Italy | Portugal | United Kingdom |
| Congo (Kinshasa) | Latvia | Romania | Zambia |
| Czech Republic | Lithuania | Russia | |

THIS PAGE BLANK

# CHAPTER SEVEN

## COMBINED EDUCATION & TRAINING PROGRAM PLAN

This chapter contains two products.  The first is a:

---

### Combined Education & Training Plan (CETP) – TEMPLATE

---

This template starts on the next page and finishes on page 7-12.  It shows you the questions/topics (as a minimum) that you should consider when developing your combined education & training plan and the appendixes that should be included when submitting your plan for the TPMR in May 2005.

This template is a slight modification from the initial CETP developed last year so please update your products with this new format.

The second product is an actual:

---

### Combined Education & Training Plan (CETP)

---

The sample Combined Education & Training Program Plan starting on page 7-13 was extracted from various plans submitted in April 2004.  The examples shown here are for the fictitious country of ***UPPER SLOBOVIA.***  While the country name is fictitious the data included in this sample is factual and represents some of the better submissions for the FY05 ~ 06 Combined Education & Training Plan cycle.

This shows you what a finished product CETP should look like and the kind of information you need to provide in various Appendixes that will be part of the CETP.

We believe this plan format is beneficial to the entire International training community as it provides a 'snapshot' of your participation in the various Security Cooperation programs available to EUCOM.  It also provides the program managers at various locations throughout this command and CONUS with information they need to help you – the in-country program manager – successfully implement your education and training program.

We welcome recommendations to improve the CETP format as it is a worldwide product used by all Combatant Commands.

```
┌─────────────────────────────────────────────────────────────────────┐
│           COMBINED EDUCATION & TRAINING PROGRAM PLAN                  │
│                 (Must Be Unclassified Document)                       │
└─────────────────────────────────────────────────────────────────────┘
```

**(*Country*)**

**UPDATED (Date)**


**PART ONE - GENERAL INFORMATION**

**1.  COUNTRY BACKGROUND.**  Country background can be found at various unclassified websites.  As a minimum you should refer the reader to these two websites for country background information.

    **a.  The State Department "Country Background Notes"  located at this website:**
      http://www.state.gov/r/pa/ei/bgn/

    **b.  The CIA "World Factbook" located at this web site:**
      http://www.cia.gov/cia/publications/factbook/

**2.  COMBINED EDUCATION & TRAINING PROGRAM OBJECTIVES**

    **a.  Specific U.S. program objectives.**  U.S. training program objectives should support objectives articulated in the Mission Performance Plan (MPP), Theater Security Cooperation Plan (TSCP) and in the DoD Security Cooperation Guidance (SCG).  While the TSCP provides a seven-year focus and the SCG is limited to five years, training objectives should be near-term (two years) and be unclassified.

    **b.  Host country objectives.**

    **c.  Significant accomplishments toward meeting these objectives**.  Provide tangible examples of how individuals applied SA training to achieve program objectives.

    **d.  Future objectives and program requirements.**  This paragraph should address U.S. and host country out-year objectives with regards to SA training program requirements.  Data (e.g., IMET, FMF, FMS) must closely match the inputs developed by the U.S. Country Team for the MPP and data found in the TSCP.

**3.  PROGRAM PLANNING AND IMPLEMENTATION**

    **a.  Program development.**  This should include a brief description of the training planning process, highlighting host country and SAO roles, problems (if any), and plans for improvement.  The objective is to demonstrate an orderly process in the shaping of a training program that is in the U.S. interest and supportive of MPP, TSCP and SCG.

    **b.  Explanation of host country capabilities and third country provided training.**  What are they and how do they affect/complement this SA training program?

    **c.  Evaluation of prior year program successes and/or failures.** How do they affect current program planning?  This evaluation should address four specific areas shown below.

        (1).  How effectively does the host country employ the skills and training of returning SA training graduates?
        (2).  How has training under the combined education & training program enhanced the professionalism or improved the capabilities of the host country?

(3).  How has the combined education & training program, particularly the Expanded IMET program, contributed to effective defense resource management, concepts of civilian control of the military, and respect for internationally recognized human rights?

(4).  Give anecdotal examples of how the combined education & training program has furthered U.S. access, interests, or objectives <u>during the past year</u>. Do not carry forward examples from last year. These examples are often quoted in support of SA training.  Effort expended throughout the year to capture anecdotal examples is offset by the value of such examples to promote combined education & training program effectiveness.

**d.  Brief explanation of what is being done to build on successes and correct/improve upon failures.**

4.  <u>**UNIQUE U.S. SERVICE SPECIFIC TRAINING REQUIREMENTS**</u>

Information that specifically elaborates on Service training programs not available in STLs, or that elaborates on high-visibility training requirements, or that supports major equipment acquisitions.

**a.  U.S. Army**

**b.  U.S. Navy**

**c.  U.S Marine Corps**

**d.  U.S. Coast Guard**

**e.  U.S. Air Force**

**SAO POINT OF CONTACT:**
   This should be the ODC Chief, DATT,
   or Training Program Manager

**COUNTY TEAM REVIEW BY:**
   This should be the Ambassador, Deputy Chief of
   Mission (DCM), Political Officer, or similar senior
   member of the country team

**PART TWO – SECURITY ASISTANCE  (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**INCLUDE ALL OR INDICATE "N/A"**

**A.  PROGRAM ADMINISTRATION:**  (Include data as shown be in the following example)

**B.  ENGLISH LANGUAGE TRAINING:**  (Include data as shown be in the following example)

**C.  SENIOR & MID-LEVEL PME SUMMARY:**  (Include data as shown be in the following example)

**D.  POSITIONS OF PROMINENCE:**  (Include data as shown be in the following example)

**E.  IMET POLICY WAIVERS:**  (Include data as shown be in the following example)

**F.  DISTINGUISHED VISITOR (DVOT) OR REGULAR ORIENTATION TOUR REQUESTS:**  (Include data as shown be in the following example)

**G.  SECURITY ASSISTANCE TRAINING TEAM REQUESTS:**  (Include data as shown in the following example)

**PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**APPENDIX A:  PROGRAM ADMINISTRATION**

An update to annually recurring administrative requirements. Precludes submitting this information throughout the year.

      **1.  Budget Year (FY05) Holidays for International Students (two in addition to U.S. holidays).** Two holidays students should receive while in CONUS training, in addition to U.S. holidays. The two-holiday limit will be strictly adhered to.  Current year holidays will not be automatically carried over; therefore, failure to specify holidays can cause students to lose these additional days.  Report occasion and date of holiday.

      **2.  IMET TLA factors for the Budget Year (FY05).** IMET cost sharing factors.  Provide the following Travel and Living Allowance (TLA) information shown below for all services.

        a.  Transportation agreement with country (select one):
- USG pays all transportation
- Country pays all transportation
- Country pays round trip to specific CONUS city; USG pays remainder (Specify city)
- Country pays round trip to port-of-entry and from port-of-debarkation; USG pays CONUS transportation
- Country pays round trip to first training site and from last training site; USG pays between training sites
- Other (Explain)

      b. Living allowance agreement with country (select one):
- USG pays all living allowance
- Country pays all living allowance
- Other (Explain)

      c. Number of travel days required to reach U.S. port-of-entry

      d. Port-of-departure/entry to/from country and servicing airport

      e. Normal U.S. port-of-entry

      f. Special factors (e.g., RON with location)

      g. Average cost of airfare (round trip ticket) per student for current year (FY04)

      h. Average cost of excess baggage per student for current year (FY04)

      i. Are dependents allowed to accompany students to schools where they are encouraged to accompany the student by DoD?

      **3.  Student Vetting Process.**   A two – three sentence explanation of the vetting process used by the <u>country team</u> vetting process for candidates scheduled to attend CONUS training and to screen individuals/units scheduled to attend in-country training (MTTs & METs).

      **4.  Medical Screening & Coverage for Dependent Medical Care.**  A short explanation of the medical screening process for students and dependents, and the financial arrangements for dependent medical care for dependents who accompany or join the student during CONUS training.

**PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**APPENDIX B:   ENGLISH LANGUAGE TRAINING**

**1.  In-Country English Training Program Overview**.  Provide a brief explanation of the country's English language program. Program information should include*:*

a.  Status of existing language labs, including plans to upgrade those labs and plans to acquire additional labs.  SAOs should provide the current message address, mailing address, SAO phone number, SAO fax number, and "ship to" address for language labs, books and publications.  All Level III IMET funded labs require a waiver.

b.  Plans to acquire English language software.

c.  English language instructor training requirements.

d.  Unique or special problems for students who train at DLIELC.

**2.  English Language Testing and Training Waivers**.  If current status requires a change, provide your recommendation and justification for the country's proper English language waiver category; e.g., waived from all testing, waived from in-country testing, waived from the 55 minimum ECL to train at DLIELC (see Chapter 4 for more detail on waiver catergories.

**3.   SAO Information For English Language Labs & Materials.**

a.  Point of Contact in SAO; name; phone number, fax number, and email address.

b.  Exact "Shipping Address"  for labs and materials (not a mailing address).  For example"

> **SHIP TO:      Embassy of the United Sates of America**
> **1234 South Downtown Blvd**
> **Lome, Togo**

> **MARK FOR:    Political Officer, American Embassy Lome, Togo**

**PART TWO – SECURITY ASISTANCE (IMET & FMS )TRAINING PROGRAM APPENDIXES**


**APPENDIX C:   SENIOR & MID-LEVEL PME SUMMARY**

    **a.  Mid-Level and Senior Level PME Requirements.**  Show firm mid and senior level invitational PME requirements for the Budget Year (FY06) and estimated requirements for the Planning Year (FY07).  Projections beyond the Budget Year should agree with the TSCS.  Include exchange agreement quotas.  Indicate negative requirements.

| SCHOOL | FY06 | FY07 |
|---|---|---|
| National Defense University | ///////////// | ///////////// |
|     (Indicate NWC or ICAF below) | ///////////// | ///////////// |
|     National War College  (NWC) | | |
|     Industrial College of the Armed Forces (ICAF) | | |
| Army War College | | |
| Naval Command College | | |
| Air War College | | |
| Army Command & General Staff College | | |
| Naval Staff College 5 ½ month course | | |
| Naval Staff College 10 month course | | |
| Air Command & Staff College | | |
| Marine Corps Command and  Staff College | | |
| Sergeants Major Academy | | |
| Marine Corps Expeditionary Warfare Course | | |

**Insert a WORD Table here.**


    **b.  Justification:**  Provide a five to six sentence justification to help the Combatant Command  and applicable service component develop a priority list for PME quotas for the Budget Year (FY06).  Requests for NDU must specify either the National War College (NWC) or Industrial College of the Armed Forces (ICAF) option, and civilian or military option.

**(Note***.  While you are free to request multiple Senior Service School (War College) quotas a second – or subsequent quota – will only be considered after all country requirements for first quotas have been considered.  Senior Schools do not allocate more than one quota per country).*

    **c.  PME Exchanges:**  State which, if any, of the above requirements will be handled as "PME Exchanges".  If none then simply state:  **"NA"**

**PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**APPENDIX D:  POSITIONS OF PROMINENCE**

Positions of Prominence data will be updated annually in accordance with Chapter 10 of the SAMM.  Emphasis should be placed on U.S. Country Team identification of host country positions of prominence and subsequent reporting of those current incumbents having received SA training. Less effort should be expended on reporting on the status of former incumbents of positions of prominence that received SA training.  Data should be formatted in the following order:

      (1) country
      (2) name (last, first, middle initial)
      (3) grade
      (4) U.S. equivalent grade
      (5) prominent positions held (to include all previous positions of prominence)
      (6) current position
      (7) academic degree (if appropriate)
      (8) specific training completed (course, place of training, rank, year(s) attended, and source of
      (9) how the position was obtained (election, appointment, or other)

> Insert a WORD Table here showing the people in positions of prominence. Use your *'PAGE SETUP'* option to change the Page Orientation to *'Landscape'*.   Insert a page break at the end of the Positions of Prominence and then change the Page Orientation back to *'Portrait'* and continue with the rest of the CETP.

**POSITIONS OF PROMINENCE FORMAT**

| No | NAME | RANK | POSITION | HOW OBTAINED | U.S. TRAINING | LOCATION | WHEN ATTENDED |
|----|------|------|----------|--------------|---------------|----------|---------------|
| 1. | Jones, Joe | Brig Gen | Commander, Infantry Brigade | Appointed | Army CGSC | Ft Leavenworth, KS | 1985-86 |
| 2. | Abdullah, Mohamed | Foreign Minister | Foreign Minister | Appointed | Military Justice Seminar | Washington, D.C. | 1992 |
| 3. | Smith, Peter | Civilian | President, National Bank | Appointed | International Defense Management Course | Monterey, CA | 1994 |
| 4. | Zimbarsky, Pietor | Major General | Commander, National Army | Appointed | National Defense University | Washington, D.C. | 1991 |

**PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**APPENDIX E: IMET POLICY WAIVERS**

All IMET-funded policy waivers requiring approval by Combatant Command and concurrence/approval by DSCA must be included in this plan. The format for requesting a policy waiver is shown below. Adjudication of waiver requests will take place during the TPMR.

---

**IMET WAIVER REQUEST FORMAT**

SUBJECT: REQUEST FOR WAIVER FOR IMET TRAINING

THRU: HQ USEUCOM, ECJ4-ID

TO: DSCA

In accordance with Paragraph C10.6.4, Chapter 10, DOD 5105.38M, of the Security Assistance Management Manual, request that DSCA approve the use of IMET funds for the following training.

**COUNTRY:**             **MILDEP PROGRAM**:

**TYPE OF WAIVER**: (State the specific waiver being requested: Mobile Training Team (MTT), High Cost Flight Training, Orientation Tour, Contractor Training, Level III Language Labs, Politically Sensitive Training, Five Week Duration, etc)

**REQUESTED TRAINING**: (A precise description of the training, i.e., A Mobile Training Team to instruct on requisition, preparation and processing of supplies, two weeks duration, one enlisted member, grade E-7/E-8, etc.).

| | | |
|---|---|---|
| Title of Course: | | MASL ID: |
| Quantity: | Program Year: | Unit Cost: |
| Duration: | WCN: | TLA: |
| Avail Qtr: | Priority Code: | Total Cost: |

**JUSTIFICATION**: A detailed justification, to include why IMET funds must be used. Justification should answer specific questions posed in the separate sub-paragraphs below.

    1. **REQUIREMENTS**: Why is training needed? What capability will it develop? What is the urgency in providing this training?

    2. **OBJECTIVE**: What IMET objective(s) will this training achieve? (See SAMM, Chapter 10). What alternatives to this training have been examined to include cost and availability?

    3. **CAPABILITY**: Does this training capability exist in country? If not, what steps are being taken to develop this capability?

    4. **QUANTITY**: What is the total number of personnel that host country will require training for in this field? How many have been trained? Considering attrition factor, how long will it take to meet host country objectives?

    5. **IMPACT**: What is the impact if training is not approved?

    6. **FUNDING RATIONALE**: What is the rationale for IMET funding? Why can't FMS funds be used? If country is allocated non-repayable FMF funds, why can't these funds be used?

    7. **POLITICAL/MILITARY**: What political/military significance (if any) is attached to this training?

    8. **BENEFITS TO U.S.**: What benefits (tangible or intangible) accrue to the United States by providing this training?

SAO CHIEF'S APPROVAL:

HQ USEUCOM APPROVAL:                  DATE:

DSCA APPROVAL:                         DATE:

**PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**APPENDIX F:  DISTINGUISHED VISITOR (DVOT) & REGULAR ORIENTATION TOUR (OT) REQUEST**

All DVOT and regular OT are implemented by the National Defense University (NDU).  Orientation Tours are **NOT** "Off the Shelf" products; they are tailored to specific country needs and require close attention by you, the SAO, to ensure the NDU plans and implements a tour that meets your objectives.  This is the format to provide NDU with the basic information it needs to plan your DVOT/OT.

---

### ORIENTATION TOUR (OT) WORKSHEET FORMAT

a.  COUNTRY:
b.  FY:
c.  WCN:

d.  Type of Tour:  (State IMET or FMS, normal OT or Distinguished Visitor (DV) tour, and area or areas of interest to be covered by the tour; for example, operations, maintenance, engineering, education, flight training, technical, staff, command, professional, etc.)

e.  Objectives:  (State in specific terms, the objectives to be achieved as a result of the tour.  Be specific to the point that commanders, civilian employees, briefing and training installation personnel, and other MILDEP personnel not normally associated with SA activities can assist in the achievement of tour objectives.)

f.  Proposed Starting Date:

g.  Alternate Starting Date:

h.  Tour Itinerary:  (Suggest an itinerary in terms of visits to specific DOD units or training installations.  Itinerary suggestions should include recommended number of days at each location, not to exceed two working days per location.)

i.  Level.  (For each itinerary location provide the level at which tour personnel should be oriented in terms of flight, squadron, group battalion, division, major command, or similar identification.)

j.  Scope.  (Provide an indication as to how much detail should be given to participants.  Information in this portion of the format must correlate with the objectives, length of stay at each location, and level of tour.  If it is desired that participants be familiarized with specific DOD procedures and techniques on an observer basis, type of detail should be included under this heading.)

   NOTE:  Provide information requested in paragraph K thru M below, as available.

k.  Names of participants:  (Name, rank (U.S. equivalent), date and place of birth of each participant. Underline surname of each person.)

l.  Assignment:  Provide a brief synopsis of current or planned assignment, if applicable to the purpose of the tour, of each individual.  Compare it to similar positions in the U.S. military.)

m.  Individual characteristics:  (Enter the customs of dress, language, religion, eating and drinking habits, and general demeanor of each participant.)

n.  English capability:  (Indicate ECL for each individual.)

o.  IP projects:  (Describe any particular aspects of the IP to be accomplished, listed in order of preference.)

p.  Publicity:  (To preclude embarrassment for the USG, the MILDEP, or the country concerned, include a brief statement regarding publicity which could be useful to achieve the tour objective.)

## PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES

## APPENDIX G:  SECURITY ASSISTANCE TRAINING TEAM (MTT, ETSS, Etc.)  REQUESTS

Since most SA teams are Mobile Training Teams (MTT) this format refers to MTTs.  The format is the same for any exportable, in-country team request.  MTTs are tailored, in-country training teams, designed to achieve a specific training objective identified by you, the SAO, and the host country.  This format shows the basic information US MILDEPS need to help plan a Mobile Training Team (MTT).

---

### MOBILE TRAINING TEAMS (MTT) CALL UP FORMAT

a.  MTT identification.  (See paragraph 13-11, JSAT).

b.  Team composition.  (Indicate by quantity, rank, MOS/specialty code, and title of each team member.)

c.  Security Clearance.  (Indicate type of security clearance required for the missions.)

d.  Duration.  (Indicate the duration of the mission in weeks.)

e.  Team restrictions.  (Reflect any required limitations or exclusions on the type of personnel, uniforms equipment, or methods of instruction.)

f.  Mission.  (Provide, in detail, the scope of instruction the team is to conduct.)

g.  Training goal.  (Include a statement of the results the effort is expected to achieve.)

h.  Personnel to be trained.  (Indicate the technical qualifications of foreign military trainees, to include educational level, and number of students, by officers, enlisted personnel, and civilians.)

i.  Summary of host country capabilities.

j.  Equipment on which training is to be conducted and availability. (The equipment list must be detailed enough for the furnishing agency to identify it by make, model or type.)

k.  Availability of tools and ancillary equipment. (List tools required for the mission.)

l.  Availability of training aids.  (List training aids required for the mission.)

m.  Interpreter support.

n.  Training locations.  (If there is more than one training location, indicate distance between locations, time requirements for travel to be performed, and modes of anticipated transportation.

o.  Desired in-country arrival date.  (Indicate the desired arrival date in the foreign country.)

p.  Type quarters available.  (Indicate whether quarters are provided by the foreign government.)

q.  Uniform and clothing.  (Describe requirements for both on- and off-duty uniforms and civilian clothing.)

r.  In-country transportation.  (Indicate the means of in-country transportation to be provided to and from quarters, training locations, and dining facilities.  Specify rental car authorization, if any)

s.  Facilities.  (Indicate the availability of medical, dental, shopping, and laundry facilities.)

t.  Confirmation of country team approval.

u.  Additional Information.
   - Identify any important data requiring more emphasis or information useful in selecting and preparing the team.
   - Include, if applicable, information on sensitive areas, subjects to avoid, taboos, and personalities involved.
   - Indicate which type passport is required (diplomatic, official, or tourist) and if a visa is required.

v.  SAO point of contact.  (Indicate the name, grade, DSN and commercial telephone numbers, email address, message address, and mailing addresses for the SAO.)

---

## PART THREE – OTHER TRAINING PROGRAM APPENDIXES

The below list of "Other Training Programs" is extracted from the SAMM Chapter 10, Para 10.7.   SAOs should report on the programs as applicable.  If any of the below programs are not being used or planned in your host country simply indicate:  Not Applicable - NA

For each program provide a succinct statement (three to five sentences) that describes the overall scope of country participation in the program, objectives for this participation, and pertinent information that will facilitate country and training agency program planning and implementation.

**A.   COUNTER TERRORISM FELLOWSHIP PROGRAM (CTFP)**

**B.   AFRICAN CONTINGENCY OPERATIONS TRAINING AND ASSISTANCE (ACOTA)**

**C.   AVIATION LEADERSHIP PROGRAM (ALP)**

**D.   JOINT CONTACT TEAM PROGRAM**

**E.   COMBATANT COMMAND INITIATIVE FUNDS  (NOTE TO SAOS:  THIS WOULD BE TRAINING FUNDED BY TCA FUNDS THAT IS NOT COVERED ELSEWHERE)**

**F.   DISASTER RESPONSE (HUMANITARIAN ASSISTANCE (HA))**

**G.   DRAWDOWNS OF TRAINING**

**H.   ENHANCED INTERNATIONAL PEACEKEEPING CAPABILITIES (EIPC)**

**I.   EXCHANGES (UNIT EXCHANGES FOR TRAINING OR PROFESSIONAL MILITARY EDUCATION (PME) EXCHANGES)**

**J.   INTERNATIONAL NARCOTICS CONTROL AND LAW ENFORCEMENT (INCLE)**

**K.   JOINT COMBINED EXCHANGE TRAINING (JCET)**

**L.   MINE ACTION**

**M.   REGIONAL CENTERS FOR SECURITY STUDIES**
   - **EUCOM:  GEORGE C. MARSHALL CENTER FOR STRATEGIC STUDIES & AFRICA CENTER FOR STRATEGIC STUDIES (ACSS)**

**N.   SECTION 1004 - COUNTER-DRUG TRAINING SUPPORT (CDTS)**

**O.   U.S. COAST GUARD ACADEMY FOREIGN CADET PROGRAM**

**PART THREE – OTHER TRAINING PROGRAM APPENDIXES**


**APPENDIX A:   COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)**


1.  Provide a brief description of specific country needs for Counter Terrorism training and the country team program objectives for the CTFP.   How does the country support the U.S. GWOT?

2.  Describe the terrorist threat to the country and/or region, the country's willingness to participate in combined counterterrorism efforts, ability to leverage other existing or planned Defense security cooperation programs, and country needs and requirements (i.e., how does country environment fit SECDEF's criteria for this program?)

3.  What are the primary in-country organizations responsible for the country's CT effort (describe all that apply; military, police, interior, border guards, etc)?   Which of these organizations has primary responsibility for the country's CT effort?

4.  What are the country agencies/groups that are being proposed for CTFP participation?   If funding guidance has not been provided what is the country team recommended funding level to support proposed training activities?

5.  What third country CT support is being provided to the host country?  How would these programs complement CFTP or vice versa?

6.  What training that is currently not available or advertised does the country need?

7.  Is the country team and host country willing to support in-country training on a regional basis (similar to IMET sponsored regional Mobile Education Teams)?  What in-country training will be requested in this plan?

8.  These are the Primary CONUS School courses available under the CTFP.  Which ones and how many quotas does your country need?

| SCHOOL | FY06 | FY07 |
|---|---|---|
| National Defense University School for National Security Executive Education | | |
| CCMR Civil-Military Responses to Terrorism | | |
| NPGS Special Operations Defense Analysis Masters Degree | | |
| Others (as the SAO believes necessary) | | |
| Others (as the SAO believes necessary) | | |

**Insert a WORD Table here.**

Provide a brief (4-5 sentence) justification for the training being requested (Be specific.  Do not use generic 'boiler plate').

9.  The CTFP STL dated (insert date here) supports this plan.  Is there any desired training that is not shown on the CTFP STL?   If not, why not.  Provide a short justification for any desired training NOT on the CTFP STL.

```
┌─────────────────────────────────────────────────────┐
│   COMBINED EDUCATION & TRAINING PROGRAM PLAN         │
└─────────────────────────────────────────────────────┘
```

## Republic of Upper Slobovia

### UPDATED:  25 March 2005


### PART ONE - GENERAL INFORMATION

1.  <u>COUNTRY BACKGROUND.</u>  **Background information can be found at these web sites:**

    c.  **The State Department "Country Background Notes" :** http://www.state.gov/r/pa/ei/bgn/

    d.  **The CIA "World Factbook":**  http://www.cia.gov/cia/publications/factbook/

    **c.  HQ USEUCOM Country Campaign Plan and other Security Cooperation information can be found at this classified website:** http://www.tepmis.eucom.smil.mil/tepmis/

2.  <u>COMBINED EDUCATION & TRAINING PROGRAM OBJECTIVES</u>

    **a.  Specific U.S. program objectives.**

        *(1).  Upper Slobovia prepares, deploys, and sustains forces participating in ongoing international military operations.*
        *(2).  Upper Slobovia implements the NATO-Upper Slobovia Action Plan.*
        *(3).  Upper Slobovia trains and equips fully NATO-interoperable Rapid Reaction Forces that are capable of deploying and participating in operations conducted by international coalitions, and*
        *(4).   Upper Slobovia improves its border security and increases its participation in international counter-proliferations efforts.*

    **b.  Host country objectives.**

        *(1).  Supporting Upper Slobovian activities in preparation for entrance into the NATO Membership Action Plan process.*
        *(2).  Supporting Upper Slobovian efforts to complete the transformation and restructuring of the Upper Slobovian military into a modern, professional, contract-based force.*
        *(3).  Supporting Upper Slobovian efforts to develop, train, and equip NATO-interoperable Rapid Reaction Forces that are capable of deploying and participating in operations conducted by international coalitions.*
        *(4).  Supporting Ukrainian efforts to strengthen their cooperation with other partners to enhance regional security and stability.*

    **c.  Significant accomplishments toward meeting these objectives**.  *The most significant contribution to the US is Upper Slobovia's contribution of a brigade to support OIF since August 2003.  Upper Sobovia also supports peacekeeping operations in Kosovo, Bosnia, Sierra Leone, Lebanon, and Liberia.  As a follow-up to Upper Slobovia's request to join NATO, the Ministry of Defense is currently undergoing a defense restructuring review in conjunctions with the Center for Civil Military Relations (CCMR) funded by FMF Case US-P-PTN valued at $2 million.*

    **d.  Future objectives and program requirements.**  *Reorienting IMET to more emphasis on all aspects of peacekeeping and aspects of defense reform, namely defense finance, military contracts, and force realignment.*

## 3. PROGRAM PLANNING AND IMPLEMENTATION

**a. Program development.** *In 2004 the training plan has been developed in coordination with the Upper Slobovian MOD. MOD proposes the training it needs and the ODC proposes the best mix of training to best suit US national objectives, available candidates, course availability, and budget. Earlier, ODC proposed training and the MOD approved the recommendations with little or no review.*

**b. Explanation of host country capabilities and third country provided training.** *The British Council provides English language training and material that complement the 20 US-provided language labs. There are is also low-level support available from other NATO countries.*

**c. Evaluation of prior year program successes and/or failures.** How do they affect current program planning? This evaluation should address four specific areas shown below.

(1). How effectively does the host country employ the skills and training of returning SA training graduates? *Upper Slobovia positively employs its SA-trained graduates in two particular areas: senior defense establishment positions and tactical peacekeeping. Several flag-rank and colonel positions dealing with broader defense and international cooperation issues are held by senior-level PME graduates. Additionally, many of the lower-level basic and advanced course officers are deployed to peacekeeping operations. In addition to the above, Upper Slobovia also does a commendable effort in using IMET graduates in instructor positions and for coordinating international contracts.*

(2). How has training under the combined education & training program enhanced the professionalism or improved the capabilities of the host country? *The most tangible evidence of improved professionalism and capabilities on the account of IMET graduates is the National Defense Academy's Multi-National Staff Officer Course (MSOC). Twice annually, officers rotating to Iraq train at the MSOC aided by an FMF-supplied Computer Modeling and Simulation project, visiting Marshall Center FAO interns, and US/NATO training manuals. A MOD force-wide impact is tangible, yet difficult to objectify. The majority of returning Upper Slobovian IMET graduates know there must be change, have ideas about how to do it, but often have to wait until they assume positions of appropriate influence in order to enact it.*

(3). How has the combined education & training program, particularly the Expanded IMET program, contributed to effective defense resource management, concepts of civilian control of the military, and respect for internationally recognized human rights? *Upper Slobovia's Minister of Foreign Affairs is an E-IMET graduate and Upper Slobovia continues to employ resource management-trained IMET graduates to assist in reform. Progress in human rights respect and the concept of civilian control of the military are hard to objectify since the Upper Slobovian military has historically had few problems in this arena.*

(4). Give anecdotal examples of how the combined education & training program has furthered U.S. access, interests, or objectives <u>during the past year</u>. *The greatest example of furthering US objectives is Upper Slobovia's contribution of a brigade to Operation Iraqi Freedom starting in August 2003. Another example is Upper Slobovia's announcement of the Minister of Foreign Affairs, an IMET graduate, to his post in fall 2003. Upper Slobovia's decision to start the NATO Action Plan process could also be indirectly attributed to IMET.*

**d. Provide a brief explanation of what is being done to build on successes and correct/improve upon failures.** *The ODC is making significant changes to 2005-2006 training requests. As a result of the newly instituted combined IMET steering committee, Upper Slobovian MOD has been reexamining its future training priorities and requirements in light of NATO accession possibilities and supporting US peace operations. MOD requested more emphasis on peacekeeping, staff formation and operations and defense reform topics. In response ODC has reduced expensive, high visibility education in lieu of more junior-to-mid-level officer PKO and niche skill training. This tradeoff will expose an even greater number of younger Upper Slobovian officers to US education and training.*

## 4. UNIQUE U.S. SERVICE SPECIFIC TRAINING REQUIREMENTS

Information that specifically elaborates on Service training programs not available in STLs, or that elaborates on high-visibility training requirements, or that supports major equipment acquisitions.

    **a. U.S. Army.** *Upper Slobovia has expressed interest in obtaining100 Bradley Fighting Vehicles via FMS. This is still in the discussion stage between the US Army and USASAC. However, such a buy could have a significant impact on vehicular maintenance requirements – both for CONUS training and a need for either U.S. military or contractor personnel conducting training in Upper Slobovia.*

    **b. U.S. Navy: NA**

    **c. U.S Marine Corps.** *Upper Slobovia has expressed a strong desire in developing a professional NCO Corps and has heard of the recent effort, successfully completed two year project, by the U.S. Marine Corps Bandaria. US has contacted Bandarian MOD to learn more and may eventually ask for an IMET sponsored survey to determine how the USMC can help US begin its own NCO professional development efforts.*

    **d. U.S. Coast Guard: NA**

    **e. U.S. Air Force: NA**

**SAO POINT OF CONTACT:**
  *Ms Julianna Seelinger*
  *FSN, Training Program Manager*
  *ODC Upper Slobovia*
  *Phone: +36-412-5760-0894*
  *Email: jseelinger.us@san.osd.mi*

**COUNTY TEAM REVIEW BY:**
  *Mr Johnny Jones,*
  *Deputy Chief of Mission*
  *U.S. Embassy, Upper Slobovia*

## PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES

**A. PROGRAM ADMINISTRATION:** *Enclosed*

**B. ENGLISH LANGUAGE TRAINING:** *Enclosed*

**C. SENIOR & MID-LEVEL PME SUMMARY:** *Enclosed*

**D. POSITIONS OF PROMINENCE:** *Enclosed*

**E. IMET POLICY WAIVERS:** *Enclosed*

**F. DISTINGUISHED VISITOR (DVOT) OR REGULAR ORIENTATION TOUR REQUESTS:** *Enclosed*

**G. SECURITY ASSISTANCE TRAINING TEAM REQUESTS:** *Enclosed*

**PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**


**APPENDIX A:  PROGRAM ADMINISTRATION**

   1.  **Budget Year (FY05) Holidays for International Students (two in addition to U.S. holidays).**
      - *Summer Solstice; 22 June*
      - *Upper Slobovian Independence Day; 18 November*

   2.  **IMET TLA factors for the Budget Year (FY05).** IMET cost sharing factors.  Provide the following Travel and Living Allowance (TLA) information shown below for all services.

   b.  *Transportation agreement with Upper Slobovia:*
      - *USG pays all transportation*
   b. *Living allowance agreement with Upper Slobovia:*
      - *USG pays all living allowance*
   c. *Number of travel days required to reach U.S. port-of-entry:  One (1)*
   d. *Port-of-departure/entry to/from country and servicing airport:  Capitol City/Bangda International Airport*
   e. *Normal U.S. port-of-entry:  Atlanta, Georgia.  Hartsfield International Airport*
   f. *Special factors:  None*
   g. *Average cost of airfare (round trip ticket) per student for current year (FY05):  $2,000*
   h. *Average cost of excess baggage per student for current year (FY05):  $25 per kilo*
   i. *Are dependents allowed to accompany students to schools where they are encouraged to accompany the student by DoD?  Yes, at the student's own expense.*

   3.  **Student Vetting Process.**  *Each student background and security checks include the following:*
   - *Current police record certificate and valid security clearance certificate (with the exception of English language instructors)*
   - *US Embassy Regional Security Office checks*
   - *US Embassy Consular Section checks*
   - *MTT & MET participant lists are submitted by the MOD beforehand and screened by the RSO.*

   **4.  Medical Screening & Coverage for Dependent Medical Care.**  *Each student medical screening includes all the required blood tests (incl. HIV), chest X-rays, psychological examination and a detailed certificate with results of the medical examination.  The dependent medical care is the responsibility of the IMS. The dependents provide a certificate of blood tests (incl.HIV), chest X-rays, international vaccination certificate and a complete medical examination by a general practitioner. Additionally all dependents provide proof of medical insurance policy valid in the United States for the duration of their stay with the IMS. All the dependent medical information is included in the ITO/ITO amendment authorizing accompanying dependents.*

**PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**APPENDIX B: ENGLISH LANGUAGE TRAINING**

**1. In-Country English Training Program Overview**

a. Status of existing language labs, including plans to upgrade those labs and plans to acquire additional labs . *The US DoD sponsors English Language Training at 17 locations of the Army of Upper Slobovia through a Language Training Detachment coordinator from DLIELC, a succession of up to six-month TDY language instructors, from a team of locally hired contract instructors. Currently, there are 20 language labs: 12 Level II, 7 Level II/Level IV combination labs, and one computer lab - for a total of 382 audio positions and 34 computer stations.*

b. Plans to acquire English language software. *All American Language Course interactive software has been provided through the Language Training Detachment FMF case. Some locally purchased software has also been provided.  While language lab replacement parts are ordered as needed, there are no plans to purchase additional hardware at this time.*

c. English language instructor training requirements. *The Language Training Detachment, in conjunction with the ODC and the Ministry of Defense identifies and sends approximately 20 instructors, managers, and lab technicians per year to DLIELC for formal training.  The objective is to train a core of instructors, program managers, and support personnel at each site to support the network of programs throughout Upper Slobovia.*

d. Unique or special problems for students who train at DLIELC.  None

**2. English Language Testing and Training Waivers**. *Upper Slobovia has improved its English Language Program and is considered fully capable of training above the 55 minimum with national assets.  US should be moved to the waiver category on the next English Waiver update.*

**3. SAO Information For English Language Labs & Materials.**

a. ODC POC:
*Ms Julianna Seelinger
FSN, Training Program Manager
ODC Upper Slobovia
Email:  jseelinger.us@san.osd.mil*

b. Exact "Shipping Address"  for labs and materials:

*SHIP TO:        Embassy of the United Sates of America
                1234 South Downtown Blvd
                Capitol City, Upper Slobovia*

*MARK FOR:    Mr Kermit Frosch
                Admin Officer
                American Embassy
                Capitol City, Upper Slobovia*

**PART TWO – SECURITY ASISTANCE (IMET & FMS )TRAINING PROGRAM APPENDIXES**

**APPENDIX C:   SENIOR & MID-LEVEL PME SUMMARY**

a. **Mid-Level and Senior Level PME Requirements.**

| *SCHOOL* | *FY06* | *FY07* |
|---|---|---|
| *National Defense University* <br> *(Indicate NWC or ICAF below)* | /////////////// | /////////////// |
| *National War College  (NWC)* | *0* | *0* |
| *Industrial College of the Armed Forces (ICAF)* | *1* | *0* |
| *Army War College* | *1* | *0* |
| *Naval Command College* | *0* | *0* |
| *Air War College* | *0* | *1* |
| *Army Command & General Staff College* | *1* | *2* |
| *Naval Staff College 5 ½ month course* | *0* | *0* |
| *Naval Staff College 10 month course* | *0* | *0* |
| *Air Command & Staff College* | *1* | *0* |
| *Marine Corps Command and  Staff College* | *1* | *1* |
| *Sergeants Major Academy* | *3* | *2* |
| *Marine Corps Expeditionary Warfare Course* | *1* | *1* |

**b.  Justification***: PME allocations are the  number one tool to influence change in the US MoD and General Staff.  Current experiences show that US military and civilian MoD leadership are more receptive to American policy and defense reform initiatives if they have attended an American PME school.  In addition, with Defense Reform our top country priority, attendance of future MoD leadership in ICAF is essential to provide practical experience of strategic planning, defense planning, and acquisition management.  Air War College and National War College have provided today's senior military leadership with a positive relationship with US and NATO concepts and policy, resulting in major contributions to the GWOT.  Air War College attendance will teach senior Upper Slobovian leadership the need for detailed planning and coordination that is required to successfully conduct joint air-land operations.  Since Upper Slobovia is a land locked country it does not desire Naval PME.*

**c.  PME Exchanges:  NA**

**PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**APPENDIX D:  POSITIONS OF PROMINENCE**

<table>
<tr><td colspan="7" align="center"><strong>UPPER SLOBOVIA POSITIONS OF PROMINENCE REPORT</strong></td></tr>
</table>

| NAME | RANK | POSITION | HOW OBTAINED | U.S. TRAINING | LOCATION | WHEN ATTENDED |
|---|---|---|---|---|---|---|
| Hryschenko, Konstiantyn | Ambassador | Minister of Foreign Affairs | Appointed | Naval Post Grad | Monterey, CA | 1995 |
| Malinovsky, Serhiy | O-7 | Chief, Economic & Plans Directorate | Appointed | Naval Post Grad | Monterey, CA | 1997 |
| Minin, Leonid | Dep. Minister | Chief, Agency for Free Economic Zones | Appointed | Army CGSC | Fort Leavenworth, KS | 1994 |
| Syvokin, Olexandr | O-6 | SR Assistant Defense Attache, Canada | Appointed | Naval Post Grad | Monterey, CA | 1993 |
| Taran, Andriy | O-6 | DATT to US | Appointed | NDU | Washington, DC | 1995 |
| Holopatyuk, Leonid | O-7 | Chief, Euro Atlantic Cooperation Center | Appointed | Naval Post Grad | Monterey, CA | 1997 |
| Bohunov, Serhii | O-6 | Chief, Dept. of Intl. Cooperation | Appointed | Naval Post Grad | Monterey, CA | 1998 |

## PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES

## APPENDIX E:  IMET POLICY WAIVERS

---

**IMET WAIVER REQUEST FORMAT**

---

THRU:  HQ USEUCOM, ECJ4-ID

TO:  DSCA

In accordance with Paragraph C10.6.4, Chapter 10, DOD 5105.38M, of the Security Assistance Management Manual, request that DSCA approve the use of IMET funds for the following training.

**COUNTRY:  Upper Slobovia**          **MILDEP PROGRAM**:          **Army**

**TYPE OF WAIVER**  Mobile Training Team (MTT),

**REQUESTED TRAINING**
At least 3 officers, and 3 NCOs with extensive experience in signal operations and brigade signal support. 1 officer should have battalion or company command experience, the remaining officers platoon experience. The NCOs should have at least squad and platoon level experience.

Train the 25th Brigade's Signal Company including Company Commander, Command Section, and Platoons.  Be prepared to teach company staff, and platoon commanders and soldiers on all aspects of tactical communications.  Conduct training on effective unit organization that would facilitate a NATO type organization that is prepared to support the 25th Brigade's Infantry Battalions and the other brigade support elements. Also be prepared to teach the Brigade Signal Officer so that he can effectively integrate the signal company into Brigade operations.

| | | |
|---|---|---|
| Title of Course:  Signal Compnay training and establishment | | MASL ID:  B303000 |
| Quantity:  One MTT | Program Year:  2005 | Unit Cost: $250K |
| Duration:  45 days | WCN:  B0020 | TLA:  NA |
| Avail Qtr:   3rd | Priority Code:  A | Total Cost:  $250K |

**JUSTIFICATION**:
    1. **REQUIREMENTS**:  This signal unit needs to understand the proper procedures and techniques to make it more US/NATO interoperable.  This MTT should also train the company staff in how to function with the Brigade and Battalion staffs, so they can plan, support, and coordinate Brigade operations.  This MTT is a critical part of creating an Upper Slobovian force capable of fighting and sustaining Brigade level operations.
    2. **OBJECTIVE**:  Provide Upper Slobovia with a Signal Company that can operate independently and effectively support the 25$^{th}$ Brigade in sustained field operations without outside direct assistance and/or direction.
    3. **CAPABILITY**:  Upper Slobovia does not have the capability to conduct this unit level training.  It has individual IMET trained personnel, but needs outside help to conduct unit level training.  After standing this unit up, the host country should be able to sustain the unit with manning indefinitely.
    4. **QUANTITY**:  Approx 150 Upper Slobovian soldiers will be trained.
    5. **IMPACT**:  This training is needed to ensure Upper Slobovian Battalions deploying to Iraq will have an effective Signal capability.
    6. **FUNDING RATIONALE**:  FMF is being used to equip this unit.  $2M is being used to provide radio equipment.  After these purchases no FMF remains to support Signal training.  IMET is seen as an effective means of complimenting what FMF will establish.
    7. **POLITICAL/MILITARY**:  The country team and HQ USEUCOM consider the fielding of effective Upper Slobovian combat forces in Iraq and other GWOT areas one of the primary TSC objectives for Upper Slobovia and a niche capability that argues well for Upper Slobovia's NATO entry bid.
    8. **BENEFITS TO U.S.**:  Direct support in Iraq for the GWOT.  An effective Upper Slobovian combat Brigade will provide relief to committed United States forces and contribute to the overall Coalition effort.

SAO CHIEF'S APPROVAL:     LTC John Jones, ODC Chief                    DATE: 29 April 2005

COMBATANT COMMAND APPROVAL:                              DATE:

DSCA APPROVAL                                             DATE:

**PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**APPENDIX F:  DISTINGUISHED VISITOR (DVOT) & REGULAR ORIENTATION TOUR (OT) REQUEST**

<div style="border:1px solid black">

**ORIENTATION TOUR (OT) WORKSHEET FORMAT**

</div>

a.   Country:  Upper Slobovia

b.   FY: 05

c.   WCN: B-0030

d.   Type of Tour:  IMET DVOT, Areas of interest: Professional, Command, Staff, Operations, with heavy emphasis on Training and Education.

e.   Objectives: The principle objectives to this DVOT are to expose selected members of the Upper Slobovian defense establishment to western ideals, military professionalism, civil-military affairs, command and staff functions and operations, and professional military education programs.  The Upper Slobovians have not recently expressed interest in establishing a professional education system modeled after Unites States War and Command & Staff Colleges.  This DVOT will provide them the necessary insights into our planning for and conducting of officer professional education.

f.   Proposed starting date: 1 July 2005

g.   Alternate starting date 15 August 2005

h.   Tour Itinerary:
  a.   Washington DC, Pentagon, NDU, Quantico (2 days)
  b.   U.S. Army Training & Doctrine Command, Ft Monroe, VA (1 day)
  c.   Armed Forces Staff College, Norfolk Naval Base, VA (1 day)
  d.   Air University (Air War College & Air Command and Staff College), Maxwell AFB, AL (1 day)
  e.   Air Education & Training Command, Randolph AFB, TX (1 day)
  f.   Army War College, Carlisle Barracks, PA (1 day)
  g.   U.S. Army Command & General Staff College, Ft. Leavenworth, KS (1 day)

i.   Level. Tour personnel should be oriented at the Mid & Senior level professional education level.  The focus is to expose Upper Slobovian senior military leadership to the US and western military style of "officer education.

j.   Scope. The level of detail that should be presented to DVOT participants should focus on what the US does to professionalize our armed forces through the military education program.  All levels of education and training would be appropriate but briefings & discussions should be oriented toward mid & senior level officer development and education.

k.   Names of Participants:  Seven (7) total Upper Slobovian Officers
  a.   LTG Sanjar, Chief of Staff, Upper Slobovian Armed Forces
  b.   Maj Gen Couceiro, Joint Staff, Foreign Relations
  c.   Brig Gen Miau, Joint Staff, International Relations
  d.   Maj Gen Lucio Amaral, Commander, Training and Doctrine
  e.   Brig Gen Proboski, Chief of Army Training
  f.   Col Pedro Neto, Director, of Plans & Policy, MOD Staff

l.   Assignment:  Individual biographies on each tour participant will be provided at a later date.

m.   Individual characteristics:  To be provided with participant biographic sketches.

n.   English capability: (ECL testing will  be conduct later and provided with biographic sketches.

o.   IP projects: (There are no particular areas of interest but participants should be exposed to any aspect of American life outside of the military environment.)

p.   Publicity: (There are not restrictions to publicity.  Upper Slobovia is an open society with complete press freedom. Participants are prepared to conduct press interviews provided they are given advance notice.

# PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES

## APPENDIX G:  SECURITY ASSISTANCE TRAINING TEAM (MTT, ETSS, Etc.)  REQUESTS

---

**MOBILE TRAINING TEAMS (MTT) CALL UP FORMAT**

---

**a.   MTT identification:**  Signal company training and establishment

**Team composition**: At least 3 officers, and 3 NCOs with extensive experience in signal operations and brigade signal support.  1 officer should have battalion or company command experience, the remaining officers platoon experience.  The NCOs should have at least squad and platoon level experience.

**b.   Security Clearance:** unclassified

**c.   Duration:** 45-60 days

**d.   Team restrictions:** N/A

**e.   Mission:** Train the 25th Brigade's Signal Company in unit level operations in support of the Brigade & Battalions.  Teach the company all aspects of tactical communications.  Conduct training on effective unit organization that would facilitate a NATO type organization that is prepared to support the 25th Brigade's Infantry Battalions and the other brigade support elements.  Also be prepared to teach the Brigade Signal Officer so that he can effectively integrate the signal company into Brigade operations

**g.   Training goal:**  Provide Upper Slobovia with a Signal Company that can operate independently and effectively support the 25$^{th}$ Brigade in sustained field operations without outside direct assistance and/or direction.

**h.   Personnel to be trained:**  25th Brigade's signal company staff, commander, platoon leaders, and soldiers.

**i.   Summary of host country capabilities:**  The Upper Slobovian Armed Forces are currently only capable of operating effectively at company level.  Upper Slobovian officers with the exception of IMET trained officers are a product of the Soviet military system.  Commanders dictate what to do with little assistance or input from the staffs.  Staffs do not know how to plan or coordinate operations and are limited in their ability to coordinate battalion and brigade level operations.   Planning is a weak area of all Upper Slobovian Staffs.

**j.   Equipment on which training is to be conducted and availability:** Classroom instruction and practical exercises requiring lap top computer and projectors. Use of the National Military Command Center (NMCC) or the Rapid Reaction Forces command center may be possible.  At these locations are located numerous computers and map boards.  Constant electricity is an ongoing problem.  The signal CO is planned to be equipped with Harris radios and Radio equipment that is interoperable with trained and equipped infantry battalions.

**k.   Availability of tools and ancillary equipment:** Negligible

**l.   Availability of training aids:** host nation will provide the following:

(1)  a large, well-lighted classrooms

(2)  generator

(3)  administrative support where possible

(4)  access to a training facilities, maneuver space and live fire ranges.

(5)  possibly computers and projectors, but unlikely

**m.   Interpreter support:**  Contracted through embassy. Additional interpreters may have to be contracted  for

**n.   Training locations:**  Capitol City, Upper Slobovia, Vaziani military base and the Krtsanisi training area

**o.   Desired in-country arrival date:**  May/June 2006

**p.   Quarter:**  Third Qtr, FY06

**q.   Uniform and clothing:**  BDU-duty uniform, civilian casual-off-duty

**r.   In-country transportation:**  Contracted through embassy.

**s.   Facilities:**

Medical and dental support is limited to US Embassy and some facilities in the city.  Serious cases required evacuation.  Shopping and dry cleaning service is available in downtown Capitol City.

**t.   Country team approval:** Yes

**u.   Additional Information:**

(1). All mobile training team personnel are subject to the travel restrictions as outlined in the EUCOM travel restrictions letter.

(2). ODC requires feed back as to whether more time should be required and as to whether more or less personnel would be required

(3). MTT should bring or send ahead required U.S. training manuals.  If Upper Slobovian translated manuals can be acquired (they do exist) they should be sent in order to be copied and distributed.

**v.   ODC Point of Contact:**  LTC John Jones;  Comm + 312-12-345-6789, email:  jjones@san.osd.mil

Ms Julianna Seelinger;  Comm + 312-12-345-9876, email: jseelinger.us@san.osd.mil

Fax:  + 312-12-345-7869

ODC  Upper Slobovia

7060 Capitol City Place

Washington, DC  20521-7060

# PART THREE – OTHER TRAINING PROGRAM APPENDIXES

**A.   COUNTER TERRORISM FELLOWSHIP PROGRAM (CTFP):** *See Appendix A, attached*

**B.   AFRICAN CONTINGENCY OPERATIONS TRAINING AND ASSISTANCE (ACOTA):  NA**

**C.   AVIATION LEADERSHIP PROGRAM (ALP):** *The Aviation Leadership Program (ALP) is a scholarship program offered at the invitation of the Chief of Staff of the United States Air Force. Upper Slobovia has participated in the ALP previously and was offered one slot for the ALP for FY 2004-2005. ODC expects Upper Slobovia to accept this slot as it will help to continue building and strengthening their ties with U.S. Air Forces and provide Undergraduate Pilot Training (UPT) to potential future leaders.  This not paid for with Security Assistance Funds and is a 'scholarship'*

**D.   JOINT CONTACT TEAM PROGRAM:** *The JCTP program continues to be an important tool for the ODC.  In FY-04 JCTP has helped to familiarize them on the JAVELIN weapon system as well as give them some insight into the utilization of Simulation in troop training.  FY06 will focus more on logistics as Upper Slobovia continues to develop their Logistic Command. These are critical as Upper Slobovia increases standardization on specific classes of hardware (JAVELIN, Stinger, HMMWV, NVG) and the need to have a responsive supply system to support them.*

**E.   COMBATANT COMMAND INITIATIVE FUNDS:  NA**

**F.   DISASTER RESPONSE (HUMANITARIAN ASSISTANCE (HA)):** *EUCOM has organized a series of disaster response exercises that will begin in 2005 and continue through 2007.  It will begin with a tabletop exercise at the MoD level and then there will be a computer simulation including the MoD, Joint Staff, Operations Center and Operational Command.  It will culminate in 2007 with a FTX involving troops from Upper Slobovia and the Maryland Army National Guard.*

**G.   DRAWDOWNS OF TRAINING:  NA**

**H.   ENHANCED INTERNATIONAL PEACEKEEPING CAPABILITIES (EIPC):** *Upper Slobovia has received $1.1 million under this program. The first step in utilizing the funding was made in February 2002, when MOD signed a blanket order training case for "train-the-trainer" type instruction at the Center for Civil-Military Relations, Monterey, CA.  So far seven instructors have received training in the US. ODC and MOD are currently coordinating a visit by CCMR in April 2005 to develop a strategy for the effective utilization of the remaining funds.*

**I.   EXCHANGES (UNIT EXCHANGES FOR TRAINING OR PROFESSIONAL MILITARY EDUCATION (PME) EXCHANGES):  NA**

**J.   INTERNATIONAL NARCOTICS CONTROL AND LAW ENFORCEMENT (INCLE):  NA**

**K.   JOINT COMBINED EXCHANGE TRAINING (JCET):** *JCETs are managed by the Defense Attaché Office.  No JCETs were conducted last year and none are currently programmed for FY06.*

**L.   MINE ACTION:  NA**

**M.   REGIONAL CENTERS FOR SECURITY STUDIES:** *Our Marshall Center program will continue to focus on multi-ministerial leader develop and education, as well as building regional relationships as they educate them on how to develop multi-institutional approaches to National Security Issues. Upper Slobovia will also participate in the new George C. Marshall Counter-Terrorism Program.*

**N.   SECTION 1004 - COUNTER-DRUG TRAINING SUPPORT (CDTS):  NA**

**O.   U.S. COAST GUARD ACADEMY FOREIGN CADET PROGRAM:  NA**

# PART THREE – OTHER TRAINING PROGRAM APPENDIXES

## APPENDIX A:   COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)

*1. Description of Upper Slobovian needs for Counter Terrorism (CT) Training and the Country Team Program Objectives.*
   *a. Needs:*
   - *Development of new as well as the enhancement of current capabilities and capacities that will ensure its efficient participation in and contribution to cooperative, interoperable, and determined actions aimed at neutralizing threats of domestic and international terrorism.*
   - *Non-lethal counter-terrorism (CT) education and training*
   - *Capacity to detect, monitor, interdict and/or disrupt the activities of terrorist networks ranging from weapons trafficking and terrorist related financing to actual operational planning by terror groups.*
   *b. Country Team Program Objectives:*
   - *Enhancing local capacities to combat terrorism by maintaining and increasing Upper Slobovian willingness and ability to support US-led anti-terrorism operations and efforts.*
   - *Provide non-lethal counter-terrorism (CT) education and training through DoD Counterterrorism (CT) programs that will have a direct impact on its long-term CT capabilities and capacity to deter and defeat terrorism.*
   - *Utilizing CTFP education and training to equip key Upper Slobovian CT officials with the knowledge and methods which will on one hand help Upper Slobovia to effectively combat terrorism and on the other hand allow it to adhere to the fundamental values of a democratic society.*
   - *Sustain overarching goal of ensuring that Upper Slobovia continues to play a responsible and proactive role in GWOT*
   *c. How does Upper Slobovia support the US GWOT?*
   - *As in previous years, Upper Slobovia continues to willingly support the Global War on Terrorism.  Upper Slobovia has demonstrated repeatedly that it is a firm friend of the U.S., both in the United Nations, where it has just completed a supportive year on the Security Council, and on the ground with troops deployed in Iraq and Afghanistan.  The Government of Upper Slobovia has also taken courageous and sometimes domestically unpopular decisions in support of U.S. policy initiatives on GWOT.*

*2.  Description of terrorist threats to Upper Slobovia /or SEE region and its willingness to participate in combined CT efforts to include ability to leverage other existing or planned Defense security and cooperation programs, and country needs and requirements (How does country environment fit SECDEF's criteria for this program?)*
   ***a.*** *Upper Slobovia remains a credible and potential target for terrorists given its support for the GWOT.  Furthermore and arguably, terrorist threats remain a concern to Upper Slobovia due to its close proximity to potential unrest spots in the region and its strategic location ―crossroad to Central Asia and the Middle East―, as well as its pursuits of strengthening links with Euro Atlantic institutions and especially with NATO.*
   ***b.*** *Upper Slobovia's willingness to participate in combined CT effort is very high (see paragraph 1c.).  Additionally and to date, Upper Slobovia has enthusiastically been receptive to all training opportunities provided by EUCOM under the CTFP.*

*3. What are the primary in country organizations responsible for Upper Slobovia's CT effort (describe all that apply:  military, police, interior, border guards, etc.)? which of these organizations has primary responsibility forUpper Slobovia's CT effort?*
   ***a.*** *The primary in country organization responsible for Upper Slobovia's CT effort is the Upper Slobovian National Security Council comprising of the Prime Minister, Ministers of Foreign Affairs, Defense, Interior, their deputies, the Chief of General Staff (GS) of Upper Slobovian Army/Armed Forces (BA), and the Chiefs of the intelligence and counter-intelligence organs. The Ministry of Interior (MOI) leads unified national effort to prevent and deter terrorist attacks and protect against and respond to threats and hazards to the nation[1].*
   ***b.*** *Which of these organizations has primary responsibility for Upper Slobovia's CT effort? The Ministry of Interior has operational responsibility for Upper Slobovia's CT effort.  The mission/main tasks of the Ministry of the Interior of the Republic of Upper Slobovia are: to protect the national security and interests of Upper Slobovia, to counter crime, to protect the citizens' rights and freedoms, life, health and property, to protect and defend the state borders, to preserve the cultural and historic values of the country, to protect the economic and financial and credit system, to provide information for the purposes of the Ministry and the state government, to collaborate with other state institutions and*

---

[1] Republic of Upper Slobovia government Publication, 2004 available at http://www.government.us/English/Upper Slobovia/GeneralInformation/

*to develop international cooperation.[2]*

*4. What are the Upper Slobovian agencies/groups that are being proposed for CTFP participation? If funding guidance has not been provided what is the country team recommended funding level to support proposed training activities?*

   *a.   The Upper Slobovia's agencies/groups that are proposed for CTFP participation are the Ministries of Defense, Foreign Affairs, Interior (police, Intel, border guards/police) , Finance (customs, asset tracking, etc), and Economics.*

   *b.   Currently, Upper Slobovia is not one of the countries receiving direct CTFP funding but participates in FY 05 CTFP training opportunities as made available under USEUCOM Commander's CTFP Discretionary Fund.  Recommended annual CTFP funding is $.5 million given its threat level and support for GWOT (see paragraph 1c and 2 above.*

*5. What third country CT support is being provided to the host country?  Upper Slobovia has CT assistance pledges from the industrialized community under Upper Slobovia's mplementation of Resolution 1373 (2001) of the UN Security Council unclassified[3]  How would these programs compliment CTFP or vice versa?  Currently unknown.*

*6. What training does Upper Slobovia need that is currently not available or advertised?  None*

*7. Is the country team and host country willing to support in-country training on a regional basis (similar to IMET sponsored regional Mobile Education Teams)?  The country team as well as the Upper Slobovian government will support and enthusiastically host or welcome SO/LIC or EUCOM funded in-country training of a regional focus.*
*What in-country training will be requested in this plan?  CCMR's 1-week version of the 2-week Civil-Military Responses to Terrorism offered at NPS*

*8. These are the Primary CONUS School courses available under the CTFP.  Which ones and how many quotas does country need?*

| SCHOOL | FY06 | FY07 | JUSTIFICATION |
|---|---|---|---|
| National Defense University School for National Security Executive Education | 3 | 3 | Executive and senior level personnel directly involved in counter-terrorism efforts to acquire critical CT skills and knowledge.  Provides great opportunity to influencing Upper Slobovian civilian and military leadership to become more cooperate in US efforts to fight terrorism regionally and globally. |
| CCMR Civil Responses to Terrorism | 10 | 10 | Providing capabilities to components or sections within the Upper Slobovian security establishment that have primary counter-terrorism responsibilities |
| NPGS Special Operations Defense Analysis Masters Degree | 3 | 3 | Will help build capabilities and capacity within the ministry of defense that lead to greater competence and interoperability in US GWOT efforts. |
| Marshall Center's Program on Terrorism and Security Studies (PTSS) | 5 | 5 | Another medium to introduce key Upper Slobovian CT officials to methods that will effectively help it combat terrorism but still allow it to adhere to the fundamental values of a democratic society |

*9.  The CTFP STL dated 16 March 2005 supports this plan.*

*Is there any desired training that is not shown on the CTFP STL? No*
*If not, why not?  NA.  The current STL supports all currently envisioned CTFP program requirements.*

---

[2] Ministry of Interior, Republic of Upper Slobovia web/homepage, available at http://www.mvr.us/mvr-eng/

[3] USAID—Southeast Europe (SEE) Online "Upper Slobovian National Report presents numerous measures in anti-terror combat", January 09, 2002 available at

"http://www.southeasteurope.org/subpage.php?sub_site=2&id=4592&head=if

**THIS PAGE BLANK**